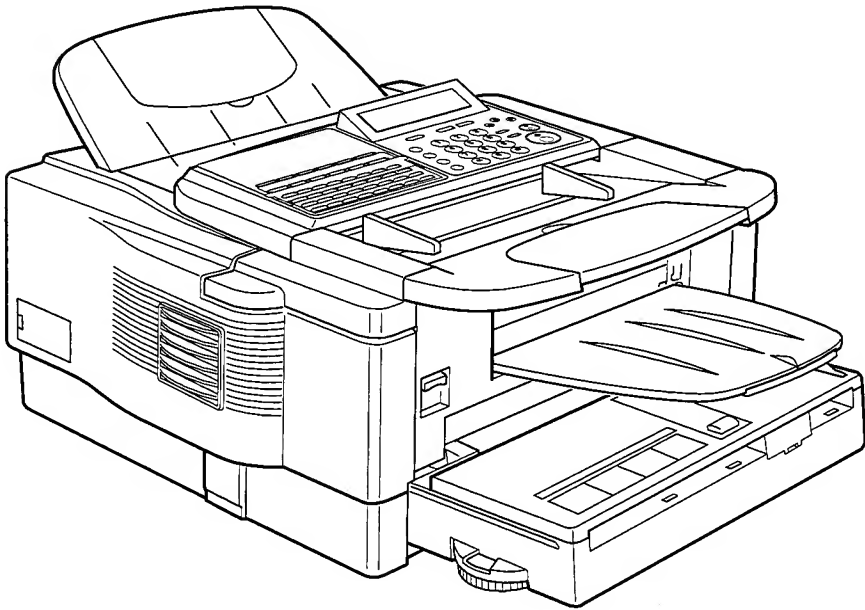


savin

OPERATOR'S MANUAL

3695



Read this manual carefully before you use this product and keep it handy for future reference. For safety, please follow the instructions in this manual.

Optional Equipment

Memory (FEATURE EXPANDER TYPE 140 2M, FEATURE EXPANDER TYPE 140 4M, FEATURE EXPANDER TYPE 140 80MIII)

Either a 2-Mbyte memory card, a 4-Mbyte memory card or a 80-Mbyte hard disk can be added.

ISDN G4 KIT (ISDN INTERFACE UNIT TYPE 140III)

This allows you to send and receive using the ISDN (Integrated Services Digital Network)

PC Printer Interface Kit (PRINTER INTERFACE TYPE 200)

This allows you to use the machine as a laser printer for an IBM PC/AT¹ or compatible personal computer.

Telephone Handset (HANDSET TYPE 100)

This permits voice communication.

PAPER CASSETTE TYPE 100

This gives this machine additional 100 sheet paper capacity with single sheet bypass.

COUNTER TYPE 100

FUNCTION UPGRADE CARD TYPE 140

With this card installed, Memory Disk and so on become available.

FAX ON DEMAND TYPE 140

When installed the Fax on Demand service becomes available.

EXTRA PAPER FEED UNITS

Up to 2 extra paper feed units can be added to the base machine:

PAPER FEED UNIT TYPE 140F - an additional front feed paper unit.

PAPER FEED UNIT TYPE 140SIII - an additional side feed paper unit.

A front and side feed unit cannot be installed on the same machine.

G3 Kit (G3 INTERFACE UNIT TYPE 140)

This allows you to connect an additional PSTN (Public Switched Telephone Network) to the machine.

Note: The Function Upgrade Card and Fax on Demand Kit cannot be installed in the same machine.

1Copyright Notice

IBM PC/AT is a registered trademark of International Business Machines Corporation.

<p>CAUTION: Once a Function Upgrade Card or Fax on Demand Card has been installed, do not remove it. If removed, this will result in data being permanently lost.</p>
--

Table of Optional Equipment

Optional Equipment	Memory *1			Function Upgrade Card	Printer Interface Kit	Telephone Handset	Paper Cassette	Paper Feed Unit *3		G4/G3 Kit *4		Counter	Fax on Demand Kit
	Memory Card 2M	Memory Card 4M	Hard Disk 80M					Front Paper Feed Unit	Side Paper Feed Unit	ISDN G4 Kit	G3 Kit		
Memory Card 2M		X	X	O	O	O	O	O	O	O	O	O	O
Memory Card 4M	X		X	O	O	O	O	O	O	O	O	O	O
Hard Disk 80M	X	X		O	O	O	O	O	O	O	O	O	O
Function Upgrade Card	O	O	O		O	O	O	O	O	O	O	O	X
Printer Interface Kit	O	O	O			O	O	O	O	O	O	O	O
Telephone Handset	O	O	O	O	O		O	O	O	O	O	O	O
Paper Cassette	O	O	O	O	O	O		O	O	O	O	O	O
Front Paper Feed Unit	O	O	O	O	O	O	O	O	X	O	O	O	O
Side Paper Feed Unit	O	O	O	O	O	O	O	X	O	O	O	O	O
ISDN G4 Kit	O	O	O	O	O	O	O	O	O		X	O	O
G3 Kit	O	O	O	O	O	O	O	O	O	X		O	O
Counter	O	O	O	O	O	O	O	O	O	O	O		O
Fax on Demand Kit	O	O	O	X	O	O	O	O	O	O	O	O	

O : Available

X : Not Available

*1 Only one Memory Option (Memory Card 2M, Memory Card 4M, Hard Disk 80M) can be installed at once.

*2 You can not use the Telephone Handset with the optional G3 Kit.

*3 You can not install both Front Paper Feed Unit and Side Paper Feed Unit on the same machine.

Two Front Paper Feed Units or two Side Paper Feed Units can be installed on the same machine.

*4 You can not install both ISDN G4 Kit and G3 Kit on the same machine.

IMPORTANT SAFETY INSTRUCTIONS

In addition to the warnings and cautions included in the text of this manual, please read and observe the following safety instructions.

1. Read all of these instructions.
2. Save these instructions for later use.
3. Follow all warnings and cautions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
6. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
7. Do not use a telephone in the vicinity of a gas leak to report the leak.
8. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product or injuring the user.
9. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
10. This product should be operated from the type of power source indicated on the marking label. Using a different power source may result in injury or accident. If you are not sure of the type of power available, consult an authorized sales person or your local power company.
11. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding type plug (This does not apply in countries in which the 2-wire, non-grounded type of plug is used).
12. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
13. If an extension cord is used with this product, make sure that the total of the ampere ratings on the products plugged into the extension cord does not exceed the extension cord ampere rating.
14. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
15. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

16. Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
17. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to open flame. Dispose of the used toner containers according to local regulations for plastics.
18. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

WARNING:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CAUTION

Use of control or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Operator Safety

This equipment is considered a CDRH Class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 to 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical units in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

In accordance with ISO 7001, this machine uses the following symbols for the main switch:

- I means POWER ON
- O means POWER OFF

CAUTION

Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.

WARNING

This symbol is attached to some components to alert the user not to touch them because they may be very hot.



This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature.

The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to Appendix F: Installation the machine. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power (saving energy) mode and Night Timer. Please see applicable sections of operating manual for details.

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INTRODUCTION

Thank you for purchasing this product. This multi-function office machine offers a wide range of fax, printer, and convenience features (Some of these features are optional).

WHAT DOES A FAX MACHINE DO?

When you write a letter, you normally seal it in an envelope, attach a stamp, and post it in the nearest mail box. Then, in a few days, depending on the postal service, the letter will arrive at its destination. However, you may not be aware of its arrival until you get a return letter.

A fax machine speeds up this process. After you have written your letter, place it face down in your fax machine's document feeder, dial the destination's fax number, then press the Start key.

The fax machine scans your letter, and converts it into a series of black and white dots (the number of dots that there are across and down the page depends on the resolution that you selected; refer to the specifications section of this manual for details). This series of dots is transformed into an electrical signal and sent out over the telephone line to the destination fax machine.

The receiving fax machine reconstructs your letter from the incoming signal, and prints it.

If you are worried about whether the message arrived at the destination, you can check a report called the Journal. When you print this report, you will see the results of the most recent fax communications made by your machine.

You can use your fax machine to send and receive many types of documents, even photographs.

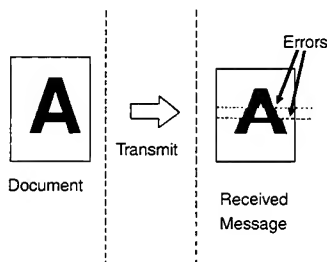
TELEPHONE LINE PROBLEMS AFFECT FAX COMMUNICATION

Quick and accurate transmission of fax messages depends on the condition of the telephone line. If the line condition is very good, this machine will transmit a letter-size page in about 6 seconds. However, if the line is noisy, the speed may be reduced significantly, and the data may be damaged.

The symptoms of data loss caused by a noisy telephone line are seen on the printouts of received messages. An example is shown opposite. Note that lines are missing from the page at the indicated locations. ECM (Error Correction Mode) is an effective countermeasure against this type of error; you have the choice of having the ECM feature switched on or off. It is switched on before the machine leaves the factory. (Refer to page 96 for more information about ECM).

The line condition is affected by the weather; thunderstorms can cause electrical noise on telephone lines.

In addition, the quality and condition of switching equipment used by your phone company can affect fax communication.



HOW TO USE THIS MANUAL

MANUAL OVERVIEW

Your facsimile machine is equipped with a wide range of labor-saving and cost-saving features. This manual explains each of these features, and how you can put them to use. Note that the external appearance of the machine in some illustrations may be slightly different from the actual machine.

The manual consists of the following sections.

- ☐ **How to Use this Manual** - This is the section that you are now reading. It contains an overview of the manual and the conventions used by the authors. It also contains quick reference sections on how to input telephone numbers and names, and how to correct errors that you may inadvertently make when operating the machine.
- ☐ **General Precautions** - This section lists precautions that you should keep in mind when operating the machine. Read this section before you begin to use your machine.
- ☐ **Guide to Components** - This contains a diagram that shows where the main components of your machine are situated.
- ☐ **Operation Panel** - This describes the functions of the various buttons and indicators that are on your machine's operation panel.
- ☐ **Routine Operation** - This section describes the features and settings that you will normally be using every day.
- ☐ **Advanced Features** - This section explains how to take advantage of the special features of your fax machine, including how to set up networks for economical distribution of fax messages over long distances.
- ☐ **Reports** - This section explains the reports that the machine generates.
- ☐ **Looking After the Machine** - This section shows you what to do when consumable supplies run out. The user maintenance procedure in this section should be done every six months if you want to keep your machine in top condition.
- ☐ **Solving Problems** - If your machine cannot communicate, or if it generates error codes or experiences paper jams, refer to this section. Many routine problems can be solved without a service call.
- ☐ **Specifications** - This is a list of technical capabilities of your machine.
- ☐ **Appendices A to E** - These describe fax on demand, memory disk file, the paper feed unit, the ISDN G4 kit and the hard disk.
- ☐ **Appendix F - Installing the Machine** - This section explains how to install the machine and connect it to the telephone line. It also explains the best type of place to install your machine. And this section also explains the things that you have to do before you can send your first fax message and lists important features that will make faxing more convenient.
- ☐ **Quick Reference Guide** - This indicates how to use this machine at a glance.

CONVENTIONS

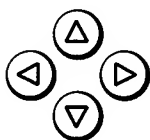
The following conventions were used when writing this manual.

Keynames

These have been printed in a bold typeface.

For example: When you see a command in bold such as **"Start "** means "Press the Start key on the operation panel".

If you see something like "**# x 3**", this means that you have to press the **#** key 3 times.



On the operation panel, there are four arrow keys (up, down, left, right). This is the scroll key. It is often used in the operating procedures to gain access to various features. For example, if you see ► in the manual, you are being asked to press the right-pointing arrow (►) on the scroll key.

Displays

Messages seen on the display are shown in a larger box, normally on the right hand side of the page, directly opposite the step that brought it up on the screen. After following a step in a procedure, check the display to see if it corresponds to the one in the manual. This may help you to check whether you are following the procedure successfully. The following examples show three common types of display.

Example A: The keys that can be pressed are shown on the screen in small boxes. In this example, you can press the Yes, No, or Clear keys or down arrow (▼) on the scroll key.

MEMORY TRANS.		OPTIONS ▼	
PRESS YES OR CLR • NO			
2125551234			

Example B: The choices of settings for a feature are shown on the screen. The current setting is indicated (It is set ON). If you press the ◀ or ▶ on the scroll key, the setting will be changed to OFF.

OPTION	SELECT	◀	▶	YES	TO END
AUTO REDUCE				ON	OFF
					TTI ▼

Example C: The ABC in the bottom right of the display indicates letters (using the Quick Dial Keys) or numbers (using the ten-key pad on the operation panel) can be entered.

QUICK DIAL	ENTER LABEL
<input checked="" type="checkbox"/> 01	
	ABC

Most procedures start from standby mode, that is, when the display is as shown on the right. The value after "MEMORY" shows how much memory space is remaining.

MEMORY TRANS.	APR.4.12:12PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Note: If you start a procedure and do not enter anything at the operation panel for more than 5 minutes, the machine returns to standby mode.

Symbols

The text contains a few symbols that highlight important points or direct you towards other parts of the manual that are related to the feature currently being described.



indicates a hint (for example, indicating a page number where related information can be found).

Accessing Previously Used Functions

When you press Function, the names of the last four functions you have used come up in order on the display. This allows you to easily select a function that you have recently used.

Note: If you want to re-use functions 61 and above, you will still need to enter the access code (2222) and function number after following the procedure below.

1. Press **Function**.

The names of the last 2 functions are displayed.

FUNCTION	YES OR NO
>>POLLING RECEPTION	↑
SYSTEM SET	↓

2. Use the ▲ and ▼ keys to move the >> symbol.

If you press ▼ a few times, the remaining 2 functions are displayed.

If the function you want is not there, either:

☐ Press **No**.

☐ Press ▼ until the display changes to that shown opposite.

Then enter the function number as you would normally.

>>QUICK DIAL PROG./CHNG	↑
TRANSMISSION CLR/CHNG	↓

3. Press **Yes**.

QUICK DIAL	CHOOSE KEY
■	PRINT LIST →
NO TO CANCEL	

GENERAL PRECAUTIONS

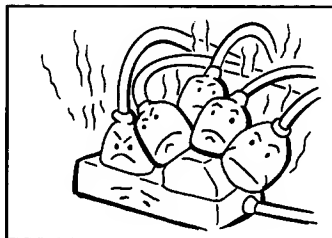
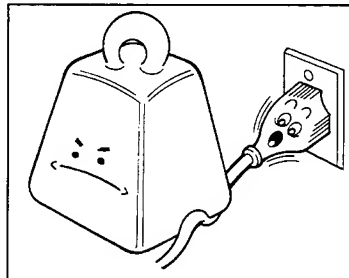
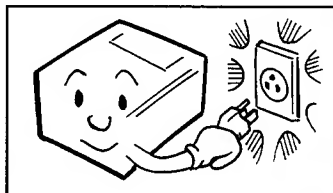
WARNING: Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

POWER AND GROUNDING

Pay attention to the following.

Power Supply

1. Power requirements: 115 V, 60 Hz
2. Insert the power plug securely into the wall socket.
3. Make sure that the wall outlet is near the machine and readily accessible.
4. Do not connect other equipment to the same socket.
5. Do not step on or set anything on the power cord.
6. Do not connect other equipment to the same extension cord.
7. Be sure that the power cord is not in a position where it would trip someone.
8. The wall outlet must be easily accessible.



Grounding

Ground the machine and the lightning protection circuit in accordance with regulations. Do not ground to gas or water pipes, or to a telephone ground plug. Proper grounding is to the ground terminal of the power outlet. Be sure that the ground terminal of the power outlet is properly grounded.

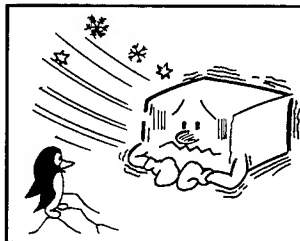
The lightning protection circuit for the machine requires the machine to be properly grounded. If proper grounding is provided, about 90% of lightning damage can be prevented. For safety, be sure to connect the machine to a three-prong grounded outlet.

COLD WEATHER POWER-UP

Avoid raising the room temperature abruptly when it is below 57°F, or condensation may form inside the machine.

1. Raise the room temperature to 68°F at less than 18°F per hour.
2. Wait for 30 to 60 minutes.
3. Turn the power on.

Do not use the machine near a humidifier.



THUNDERSTORMS

With proper grounding, about 90% of lightning damage can be prevented. However, if possible, during severe electric storms, turn the power switch off and disconnect the power cord and telephone line cord.

Note: All fax messages stored in the memory may be erased if power is switched off for more than an hour.



COPY PAPER

- ☐ 16 to 24 lb. copy paper is recommended: letter or legal sizes are the most commonly used.
- ☐ Do not use damp paper, or copies will be defective.
- ☐ Do not touch copy paper if your fingers are wet or oily; fingerprints may appear on the copy.
- ☐ Keep paper in a vinyl bag if it will not be used for a long time.
- ☐ Store in a cool dry place.
- ☐ Store flat. Do not stand upright.
- ☐ The following materials cannot be used in the paper trays: Post cards, Tracing paper, OHP sheets, Adhesive labels.
- ☐ Do not overload the paper trays.
- ☐ If multi-sheet feeding occurs or dog-eared copies are made when using recycled paper in the paper tray, fan the recycled paper and load it in the paper tray again.

TONER CARTRIDGES

- ☐ Store in a cool, dark place.
- ☐ Never store where they may be exposed to heat.
- ☐ Keep out of the reach of children.
- ☐ Do not eat toner.
- ☐ Do not lay heavy objects on toner cartridges.
- ☐ Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

OPERATING PRECAUTIONS

- ☐ While the machine is in operation, do not turn off the main switch or unplug the power cord.
- ☐ Keep corrosive liquids, such as acid, off the machine.
- ☐ Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- ☐ The fusing unit may be very hot. Be careful when handling it.

GENERAL

- ☐ Read the Important Safety Information at the front of this manual.
- ☐ Since some parts of the machine are supplied with high voltage, make sure that you do not attempt any repairs or attempt to access any part of the machine except those described in this manual.
- ☐ Do not make modifications or replacements other than those mentioned in this manual.
- ☐ When not using the machine for a long period, disconnect the power cord.

OZONE

The machine generates ozone during operation. Normally, the ozone level is safe for operators. However, during a long copy run or while printing a long message, ozone odor may appear; in such a case, ventilate the room.

WARNING:

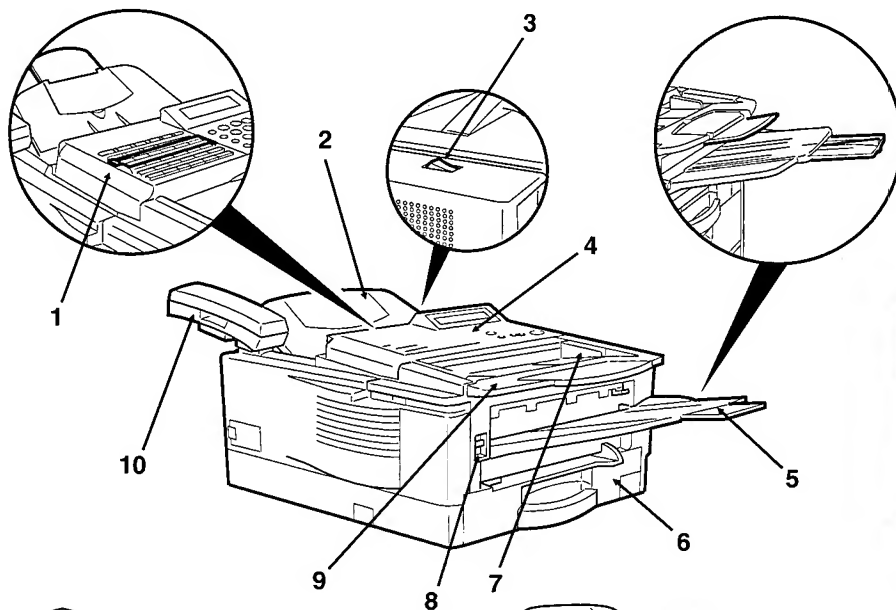


This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the machine.

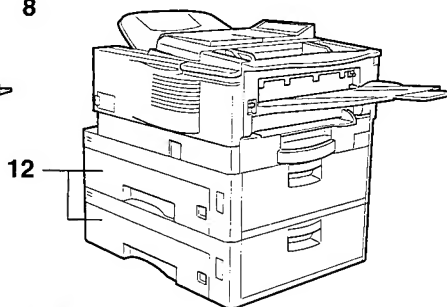
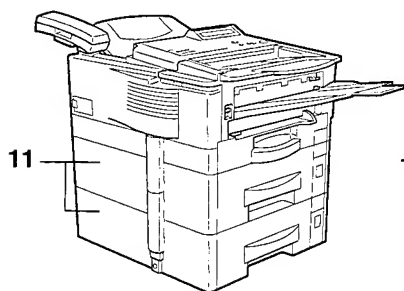


This symbol is attached to some components to alert the user not to touch them, because they may be very hot.

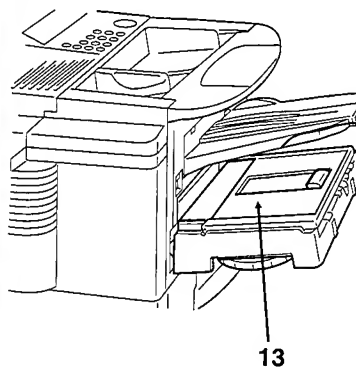
GUIDE TO COMPONENTS



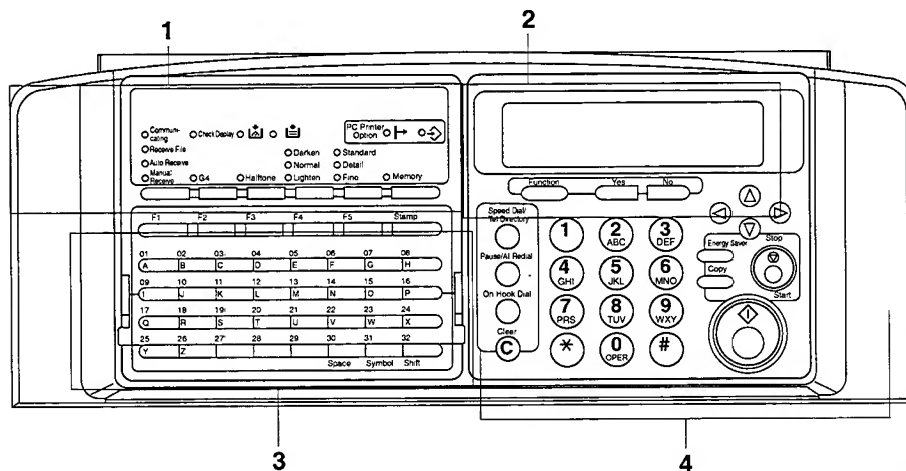
GUIDE TO
COMPONENTS





1	Quick Dial Key Flip Plate
2	Document Tray
3	Power Switch
4	Operation Panel
5	Copy Tray
6	Paper cassette
7	Document Guide
8	Front Cover Release Button
9	Document Table
10	Optional Telephone Handset
11	Optional Front Paper Feed Unit
12	Optional Side Paper Feed Unit
13	Optional Removable Cassette



OPERATION PANEL



1.		
Communicating Indicator		Lights when a fax message is being transmitted or received
Receive File Indicator		Lights when an incoming message was received into memory. Blinks when confidential reception file or memory lock file is stored in the memory.
Check Display Indicator		Lights when some error occurs. See the instruction appearing on the display.
Add Toner Indicator 		Blinks when the toner cartridge is almost empty, and lights when it is empty.
Add Paper Indicator 		Lights when a cassette is empty.
PC Printer Option Indicators		These indicators are only used when the optional Printer Interface Kit is installed. See the operation manual for the Printer Interface Kit for full details.
Reception Mode Selector Key		Press to select Auto Receive or Manual Receive.
Contrast Selector Key		Press this to select either Darken, Normal or Lighten
Resolution Selector Key		Press this to select either Standard, Detail, or Fine transmission mode.
Halftone Key		Press this to use halftone transmission mode.
G4 Selector Key/Indicator		Press to select G4 mode. When this indicator is not lit, G3 is selected.
Memory Key		If the indicator is lit, your document will be stored before transmission. If it is not lit, your document will be sent immediately without being stored. Press the key to change the mode.

2.	Display	Displays prompts, warnings, and selected modes.
	Function Key	Press to use one of the numbered functions explained in this manual.
	Yes/No Keys	Use to answer questions on the display.
	Scroll Key	When an arrow is shown on the display, use this key to access the options, items, or functions shown by the arrow. Also use it to move the cursor when programming or editing a displayed item.
3.	Quick Dial Keys	Each of these can be programmed with a telephone number, a group, or a keystroke program. You can also use these keys to type names and labels such as the RTI and TTI. To access keys 01 to 32, flip the number plate down. To access keys 33 to 64, flip the number plate up.
	User Function Keys	Each of these can be programmed for rapid access to frequently used features. If the light under a key is on, the feature can be used.
	Stamp Key	Press to enable or disable the transmission/scanning verification stamp feature.
4.	Speed Dial/Tel Directory Key	Press this to dial using Speed Dial or the Telephone Directory Feature.
	Pause/At Redial Key	Press this if you need to insert a pause when dialing. Or press this to redial one of the last ten numbers that were dialed.
	On Hook Dial Key	Press this to dial without picking up the handset.
	Clear Key	Use this as a backspace key during programming.
	Ten Key Pad	Use this as a telephone keypad, or to enter Speed Dial codes.
	Energy Saver Key	Hold this down a few seconds this to start or end Energy Saver mode.
	Copy Key	Press this to copy the document now in the feeder.
	Stop Key	Press this to stop the machine and return it to standby mode.
	Start Key	Press this to start fax communication.

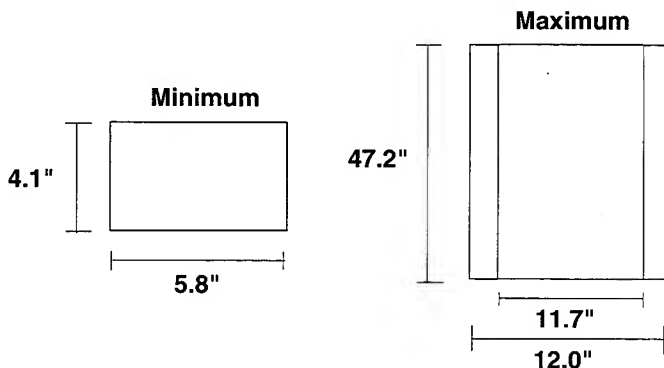
ROUTINE OPERATION


SENDING A FAX MESSAGE

Precautions Concerning Unacceptable Document Types

Before you send your document, make sure that it meets the following requirements.

CAUTION: Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.



- * The part shaded  will not be scanned, because it is outside the maximum scanning width range.

Correct Size for the Document Feeder

Thickness: 2 to 8 mils (20 lb paper)

Length and Width: See the above diagram.

If the page is too short, put it inside a document carrier or enlarge it with a copier.

If the page is too long, divide it into two or more sheets.

Clearly Written

Small faint characters may not be transmitted clearly.

Uniform Page Size

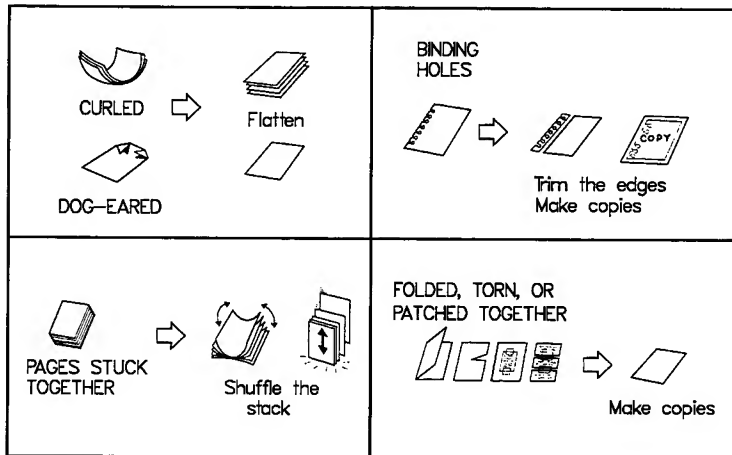
Do not use different sizes of document in the same transmission.

Dry Ink

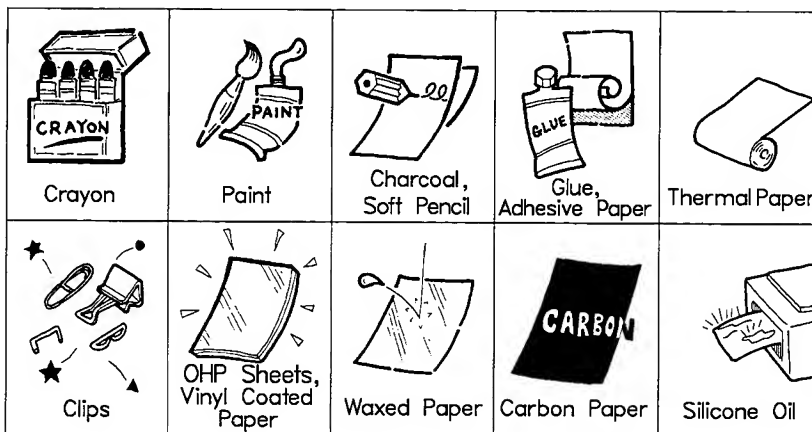
All ink must be dry before you place the document in the feeder.

Page Condition

Do not place damaged pages in the automatic document feeder.



Originals that contain the following materials should not be placed in the document feeder. Make copies of these originals and scan the copies.



Note: Copies made with a copier that uses silicone oil may cause a misfeed. To avoid this, do not scan such copies until five or ten minutes after copying.

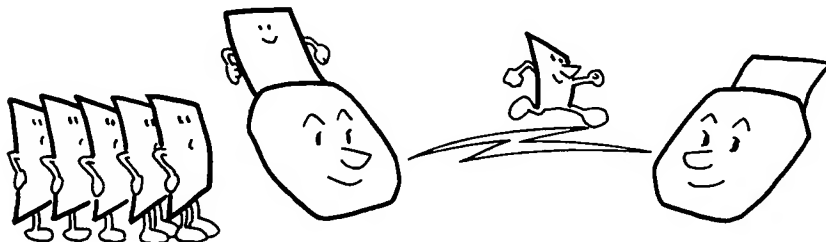
Transmission Procedure at a Glance

Overview

There are two ways to send a fax message.

- ☐ Immediate Transmission
- ☐ Memory Transmission

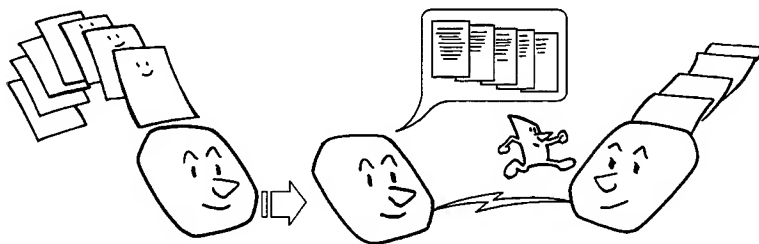
Immediate Transmission



Immediate Transmission is convenient when:

- ☐ You wish to send a message immediately.
- ☐ You quickly wish to check whether you have successfully connected with the other party.
- ☐ Your machine's memory is getting full.

The machine dials immediately after you press Start (or at the specified later time, if you used a time-delay feature like Send Later). The message is scanned and transmitted page by page without being stored in memory.

Memory Transmission

Memory Transmission is convenient because:

- ☐ Fax messages can be scanned much more quickly (you can take your document away from the fax machine without waiting too long).
- ☐ While your fax message is being sent, another user can operate the machine (people will not have to wait by the fax machine too long).
- ☐ You can send the same message to more than one place with the same operation.

After you press Start, the machine doesn't dial until all the pages of your fax message have been stored in the memory.

The default mode of this machine is Memory Transmission, so the procedures described in this manual will be based on the assumption that you are using Memory Transmission. Immediate Transmission is described in a separate section.

Cross-reference

Sending at a Specific Time (Send Later): see page 28.

Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes more quickly than Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

Note: If the amount of available memory is less than 50%, you cannot use Parallel Memory Transmission.

Normal Memory Transmission still takes place when using the following:

- ☐ Send Later
- ☐ Transfer Request
- ☐ Store Double Sided
- ☐ Specify Multiple Destinations
- ☐ Specified Image Area

The file is erased if any of the following happen during transmission:

- ☐ The Stop key is pressed.
- ☐ A document becomes jammed.
- ☐ There is not enough memory available.

After a parallel Transmission fails, a communication result report is printed.

When using Parallel Transmission, page numbers are not printed at the other end.

If you want page numbers printed, use Page Count of the optional feature for transmission (see page 29).

Sending to Just One Location

1. Make sure that the machine is in standby mode:

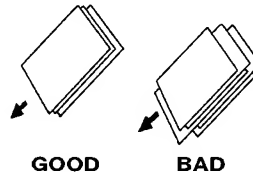
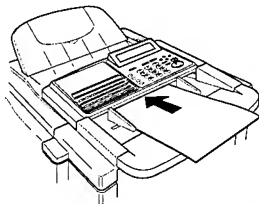
The display on the operation panel must be as shown on the right.

MEMORY TRANS.	APR. 4. 12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

2. Carefully place your fax message face down into the auto document feeder.

Note: You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 4.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		



- ☐ The pages must be placed face down in the feeder, with the first page at the bottom of the stack.
- ☐ Feed the pages in so that the top edge goes in first.
- ☐ Do not exceed the feeder capacity:
Standard letter: Up to 50 pages at a time.
Double letter: Up to 25 pages at a time
- ☐ Do not use pages of different sizes.
- ☐ The pages should be arranged loosely, but the leading edges should be tidy, as shown above.

Cross-references

Sending a Page with Very Fine Detail: See page 23.
Options for Sending a Message: See page 27.

3. Dial in one of the following ways.

MEMORY TRANS.	OPTIONS
PRESS YES OR CLR • NO	
2125551234	

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Handset ★1
	<p>Example: QuickDial I2</p>	<p>Example: SpeedDial I0</p>	

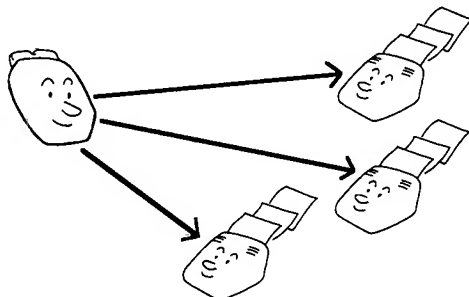
★1 : Only if the telephone handset is installed.

If your telephone line is through a PBX, dial the access code, then a pause, then the telephone number. For an international number, press the Pause key after entering the country code.

4. **Start**
5. The machine stores your fax message.
6. The machine dials, and the line to the other party is connected.
- Note:** Watch the display. The identification of the other party will appear.
7. After sending the message, the machine hangs up automatically.

DIALING
XYZ NEW YORK
2125551234

ROUTINE
OPERATION

Sending to More Than One Location (Broadcasting)

1. Make sure that the machine is in standby mode (see page 17).
2. Make sure that the Memory indicator is lit. If it is not, press **Memory**.
3. Place your fax message face down into the feeder.

- ☐ You can dial without placing the message in the feeder first. Place the document after you dial the number and go to step 5.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[Redacted]		

Cross-references

Sending a Page with Very Fine Detail: See page 23. Options for Sending a Message: See page 27.
 Scanning only a part of the document (Specified Image Area): See page 86.

4. Dial in one of the following ways.

MEMORY TRANS.	OPTIONS	↓
PRESS YES OR CLR - NO		
0123456789		

a) Ten Key Pad	b) Quick Dial	c) Speed Dial	d) Group Dial ★1
	<p>Example: Quick Dial 12</p>	<p>Example: Speed Dial 10</p>	<p>Example: Group 1, stored in Quick Dial Key 08</p> <p>Method 1: 08</p> <p>Method 2: F4 0 1</p>

- ★1: Method 1: Press the Quick Dial Key the Group is stored in (in the example, press key 08).
 Method 2: If you do not know which Quick Dial Key the Group is stored in but you do know the Group number, use Method 2. You must have programmed one of the User Function keys in advance with code 02 (Group Dial), using Function 35 (see page 148). In the above example, F4 has been made the Group Dial key; press F4 then input the Group number.

If your machine is behind a PBX, dial the access code, then a pause, then the telephone number. For an international number, place a pause after the country code. To input a pause, press the Pause key.

5. **Yes.**

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

6. Either:

- ☐ Dial another number: Go to step 4.
- ☐ Press **Start**.

The machine will dial the first destination (or, if you selected Send Later, it will return to standby mode and the fax message will be sent at the time that you selected).

Note: In theory, you can send the same fax message to up to 132 different destinations using the above procedure. However, this number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature.

Check your Destinations Before Dialing

If you wish to send a fax message to more than one location, you can scroll through the list of telephone numbers that you have input so far to check whether you have missed any or entered any wrong numbers.

This feature is useful when using the features such as Broadcasting, Transfer Request, and Polling Reception.

Cross-references

Broadcasting: see page 18.

Transfer Request: see page 51.

Polling Reception: see page 135.

1. Press ▼ **0 7**.

- ☐ The number after **DEST** shows how many numbers you have input so far.

CHECK DEST.	PRESS	YES	OR	NO
01 XYZ CO. NEW YORK				
DEST.:2				↓

2. Use the ▼ arrow to scroll through the list of destinations that you have already input.

- ☐ To cancel a destination that you have input by mistake: **No**.
- ☐ To finish checking: **Yes**.

CHECK DEST.	PRESS	YES	OR	NO
ABC COMPANY				
DEST.:2				

Storing Double Sided Documents

When you are using Memory Transmission and press the User Function Key programmed as Store Double Sided, both sides of a document can be scanned. The front and back of the scanned document will be printed in order, on separate sheets at the other end.

The procedure for transmission using Store Double Sided is outlined below (for how to program the User Function Key, see page 143).

1. Check the Memory indicator is lit.
2. Press the User Function Key (F1-F5) programmed as Store Double Sided.
3. Set the double sided-document with the front page face down.
4. Select the resolution settings you require and dial then press **Start**. The front page will start to be scanned. When scanning has finished, "TURN OVER, RESET, PRESS START" will appear on the display.
5. Set the document with the reverse side face down and press **Start**. You have 60 seconds to set the reverse side — if you do not, an error will occur and you cannot transmit.

If "PAGE NO. INCORRECT CLEAR FILE? YES•NO" appears on the display, your pages have not been scanned in properly.

In this case, do one of the following:

- ☐ Press **Yes** to completely erase the stored document and return to standby mode.
- ☐ Press **No** to return to standby mode and begin transmission of the pages that have been stored so far.

Possible Problems

You want to take out the document

Open the scanner and take out the document.

CAUTION: Do not pull out the document without opening the scanner, or you will damage the machine.

You want to send more than 50 pages

While the last page is being fed in, place more pages (up to 50) in the feeder.

You made a mistake while dialing

If you already pressed **Start**, press **Stop** immediately.

If you haven't pressed **Start** yet, do one of following:

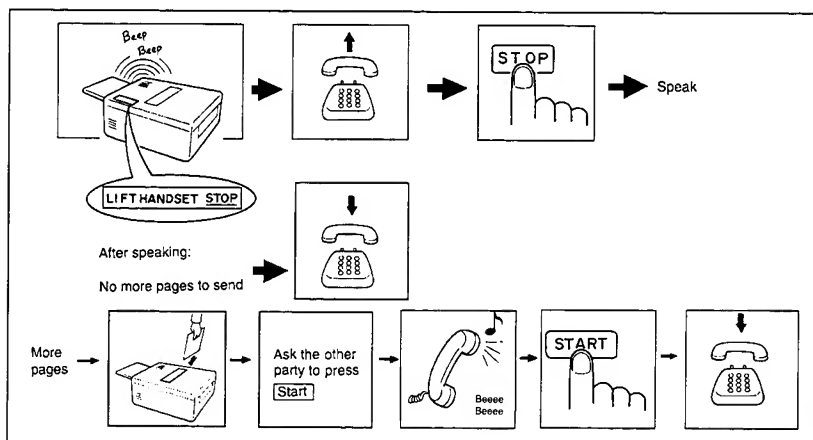
- ☐ Press **No**. The entire number is deleted. Enter a new number.
- ☐ Press **Clear**. Only the last digit is deleted.

The Check Display Indicator is blinking

- ☐ If CLEAR ORIGINAL appears in the display:
Take out the document (see page 201). Then redial the destination.
- ☐ If ERROR PRESS STOP KEY appears in the display:
If the Communicating lamp is not lit, press **Stop**.
If the Communicating lamp is lit, wait until it goes out, then press **Stop**.

The buzzer is ringing

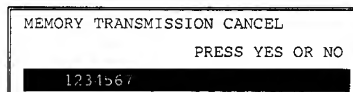
The other party wishes to speak with you. Proceed as shown below.



Cancelling a Memory Transmission

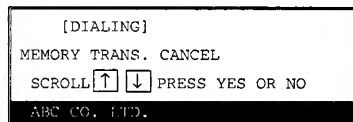
When communication is in progress

1. Press the **Stop** Key.
2. If two messages are being sent (*), select the file to cancel with the ▲ and ▼ keys.
3. Press **Yes**.



(*) Dual Communication

Note: (*) Dual Communication (Optional ISDN Kit or optional G3 Kit required)



Cross-reference

Dual Communication: see page 269.

When the message is awaiting transmission

1. Press **Function** followed by **2 1**.
2. Select the file using the ▲ and ▼ keys. Then press **Yes**.
3. Press **1** then **Yes**

Sending a Page with Very Fine Detail

You may wish to send many different types of fax message. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your document with the best possible image quality.

If you are not sure whether your settings are suitable, make a copy of the document using these settings. The printout shows how the fax message will look when it is printed at the other end.

- ☐ If your fax message has more than one page, you can select different settings for each page. For example, if you wish to use a different resolution just for page 2, change the resolution setting while page 1 is being scanned. Then, while page 2 is being scanned, you can return the resolution setting to the original setting.

Contrast

The text and diagrams in your document must stand out clearly from the paper they are written on. If your document has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the contrast.

There are three grades.

Normal: Suitable for most documents

Darken: Use for documents with faint writing (such as those written in pencil)

Lighten: Use for documents that have a dark or patchy background

Resolution

If your document contains fine print or detailed diagrams, use a higher resolution setting.

Standard: Suitable for most typewritten documents

Detail: Use for documents with small print or fine details

Fine: Use this for high quality reproduction

Halftone

If your document contains a photograph, or diagrams with complex shading patterns or grays, switch Halftone Mode on to achieve optimum image quality.

Selecting the Halftone Type

This model has two types of Halftone: the Dither Process and the higher quality Error Diffusion Process. To change the currently used Halftone type, perform the following procedure.

1. **Function 6 0 2 2 2 6 and 3.**

The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH00: 01000000	YES TO END ↓

2. Press ▲ or ▼ until the settings for switch 10 are shown. You need to change digit 7.

If you wish change the setting press 7 on the ten key pad.

Digit 7

1: Speed mode

0: Standard mode

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH00: 11000000	YES TO END ↓

Speed mode: The machine will use the Basic Halftone Process.

Standard mode: The machine will use the higher quality Error Diffusion Process.

3. Finish: **Yes** and **Function**

Halftone Mode slows down the transmission speed, and may increase your communication costs, especially if you use the Error Diffusion process. Higher resolutions also do this. This is because these settings create larger amounts of data to be sent.

Messages are transmitted the fastest if you use the standard resolution setting, and keep Halftone off.

Home Position Setting Adjustments

For the contrast, resolution, and halftone, you can select whether the settings return to home position at the end of transmission (in a new machine, they do). Also, you can change the home positions of these settings.

If you need other adjustments, contact a service representative.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

At this time, you can print a User Parameter List if you press **▶** and **Start**.

2. The settings for switch 00 are now shown on the bottom line of the display.

SWITCH00: 0000 0000
Digit 7654 3210

The digits are numbered from 7 to 0; the setting of digit 7 is shown at the left side of the display and digit 0 is at the right.

The settings that you may need to change are those for digits 0, 1, 2, 3, 4, 5, 6, and 7. The functions of these are as follows.

Digit	Purpose							
0	Stamp 0: Off* 1: On							
1	Contrast home position							
	Digit 3	Digit 2	Digit 1	Setting	Digit 3	Digit 2	Digit 1	Setting
	0	0	0	Normal*	1	X	X	Do not use this setting
	0	0	1	Lighten				
3	0	1	0	Darken				
4	Resolution home position							
	Digit 5	Digit 4		Setting	Digit 5	Digit 4		Setting
	0	0		Standard*	1	0		Fine
	0	1		Detail	1	1		Do not change these settings.
6	Transmission mode home position							
	0: Memory Transmission*				1: Immediate Transmission			
7	Halftone on/off home position				0: Off* 1: On			

3. If you wish to change one of the settings, press the key on the ten key pad that corresponds to the digit that you wish to change.

Example: **3** from the ten key pad. The value of digit 3 changes.


4. Finish: **Yes** and **Function**.

Dialing with the Telephone Directory

This can be done for any number that you have stored as a Speed Dial Code with a label programmed for it.


Example: You wish to dial "XYZ CO. LONDON".

1. Make sure that the machine is in standby mode (see page 16).
2. Place your document in the feeder.



MEMORY TRANS. OPTIONS 

ENTER FAX NUMBER

- ### 3. Speed Dial/Tel Directory.

MEMORY TRANS. OPTIONS 

ENTER FAX NUMBER

4. Press the first letter of the name: **X**
(Quick Dial Key **24** or **48**)


Press **X** repeatedly until the correct number is displayed.




TELEPHONE DIRECTORY


SCROLL: X PRESS ☐ YES OR ☐ NO

☒ 01 XY/ CO. LONDON


5. Yes.

MEMORY TRANS. OPTIONS 


PRESS  OR  • 

 G1 XY/ CO. LONDON

6. **Yes** again.

MEMORY TRANS. OPTIONS 

ENTER NO. OR START DEST:2




7. Either:

- ☐ Dial more numbers.
- ☐ Press **Start**.

? Programming Speed Dial Codes: See page 296.

Optional Features for Transmission

When you make a routine transmission, you can access a few optional features. These options are only available if " OPTION  " can be seen in the top right corner of the display.

Personal Code



Personal Codes do the following.

- ☐ They allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes, or the names programmed into the codes, will be printed on the report that is called the Journal. This will help you to check on who has been using the machine, and how often.
- ☐ They allow personalization of documents and printed reports. For example, if you use Label Insertion and store your name with your Personal Code, the receiver of your fax message will see your name at the top of the printout. This eliminates the need for a cover page.
- ☐ They allow you to restrict use of the machine to authorized personnel only. If you switch the Restricted Access feature on, users have to enter their personal code before they can use the machine. The personal code must have already been stored in the machine. This may deter unauthorized personnel from casually using the machine.

Cross-references

Programming Personal Codes: see page 75.
Label Insertion: see page 88.

Restricted Access: see page 75.
Journal: see page 171

If you input your Personal Code, your name will appear on the Journal and Transmission Result Report.

1. Press ▼ 0 1.

PERSONAL CODE	ENTER CODE
████████	
	[NO] TO END

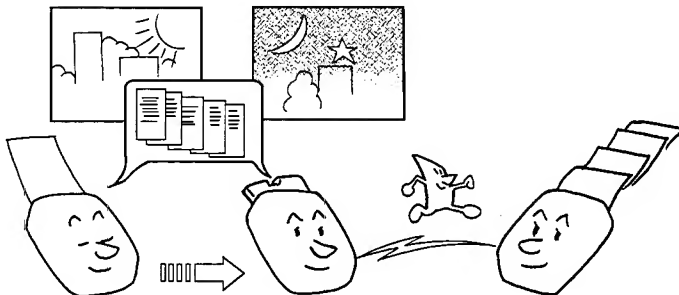
2. Enter the Personal Code
Example: 7 3 6 2

- ☐ The display shows the name that was stored with the code that you selected. In this example, it is SMITH.

PERSONAL CODE	PRESS [YES] OR [NO]
7362	SMITH

3. **Yes.**
See page 75 for details on how to program the Personal Codes and their labels.

Sending at a Specific Time



This feature is called **Send Later**.

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time, which you specify. This allows you to take advantage of off-peak telephone line charges without having to be by the machine at the time.

CAUTION: If your machine's memory is full, you will have to keep the message in the document feeder. This means that nobody can use the document feeder unless they remove your document. This would automatically cancel the Send Later operation.

1. Press ▼, 0 and 2.

SEND LATER	ENTER START TIME
████████	AM/PM: #
NOW 12:15 PM	[NO] TO END

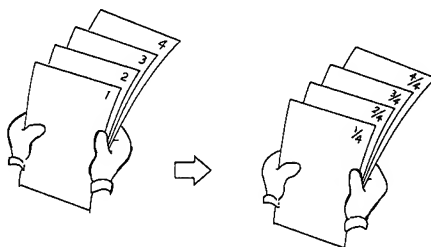
2. Example: Send at 11:30pm
Enter **1 1 3 0** on the ten key pad.
To change AM/PM, press * or # on the ten key pad.

SEND LATER	PRESS	YES	OR	NO
TODAY	11:30	PM	AM/PM:	#

3. **Yes.**
The Send Later time cannot be more than 24 hours into the future.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		

Printing the Page Number (Immediate Transmission only)



This feature is called **Page Count**.

When your fax message is printed at the other end, page numbers will be printed on the top of each page. Using the Page Count feature, you can select the format in which the page numbers are printed.

If you use Page Count:

- ☐ Page numbers will be printed in batch-numbering format (for example, p1/3, p2/3, and p3/3 for a three-page message). This makes it easy for the other party to see how many pages you sent, and if any are missing. However, you have to input the number of pages at the keypad before sending.

If you do not use Page Count:

- ☐ Page numbers will be printed only as a sequence (for example, p1, p2, p3). This makes it difficult for the other party to tell at a glance whether any pages are missing (for example, due to a double feed in your machine's document feeder).

Note: If you do not select Immediate Transmission, Page Count is automatically switched on, and the pages are counted automatically.

1. Press ▼, 0 and 3.

PAGE COUNT	SET COUNT
	PAGE(S)
	<input type="checkbox"/> NO TO END

2. Example: 10 pages.
1 0

PAGE COUNT	PRESS <input type="checkbox"/> YES OR <input type="checkbox"/> NO
10	PAGE(S)

3. Yes.

TTI (Transmit Terminal Identification)

Normally, the TTI programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch TTI off.

Note: If you switch TTI off, make sure that Label Insertion is also off if you want the image received at the other end to be unmarked.

Cross-references

TTI: see page 265.

Label Insertion: see page 88.

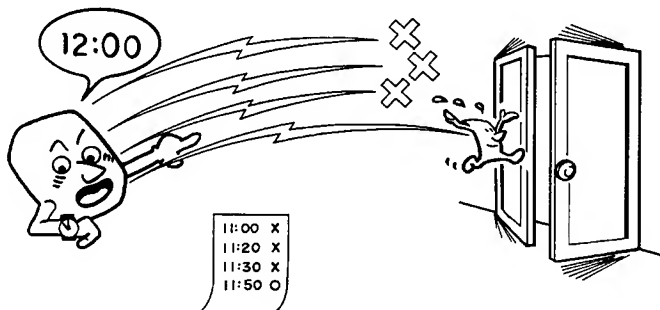
1. Press ▼, 0 and 6.

TTI	SELECT	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> YES TO END
		<input type="checkbox"/> ON	<input type="checkbox"/> OFF

2. If you wish to change the TTI setting, press ◀ or ▶ until the displayed setting is correct.

TTI	SELECT	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> YES TO END
		<input type="checkbox"/> ON	<input type="checkbox"/> OFF

3. Yes when you have finished.

Sending by a Specific Time (Transmission Deadline)

This feature is called **Transmission Deadline (TRD)**.

If your message has to be sent to the other end before a certain time, use the Transmission Deadline option and input this deadline.

If the line is busy, the machine will redial at set intervals either until the message gets through or until the deadline passes. Before the deadline passes, there is no limit to the number of times that the machine can redial.

After the deadline passes, the machine will print a report which indicates whether or not your message was sent within the deadline. Then, the message will be erased from memory.

This feature is only available with Memory Transmission.

1. Press **▼, 0 and 8**.

TRD	ENTER TRD TIME	
:	:	AM/PM: #
NOW 12:15 PM	<input type="button" value="NO"/>	TO END

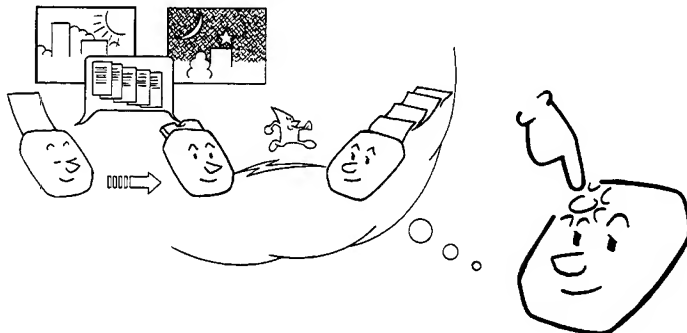
2. Example: The deadline is 12:50 pm.
1 2 5 0

TRD	PRESS <input type="button" value="YES"/> OR <input type="button" value="NO"/>	
TODAY 12:50 PM	:	AM/PM: #

- ☐ The TRD time cannot be more than 24 hours into the future.
- ☐ To change AM to PM or the other way around, press #.

3. **Yes.**

MEMORY TRANS.	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	
[REDACTED]	

Economy Transmission

This feature is similar to Send Later. However, it has the added bonus of automatically combining two cost-saving features: use of off-peak rates, and Batch Transmission. Also, you do not have to input the required transmission time every time, like you do with Send Later. However, with Send Later, you can input a different time of transmission for each fax message.

If you select Economy Transmission, your fax message will be sent at the time that you previously stored for this feature using Function 72 (see the next page). Also, all messages that were stored for sending to the same destination using this feature will be batched automatically.

Cross-references

Sending at a Specific Time: see page 28.

Batch Transmission: see page 92.

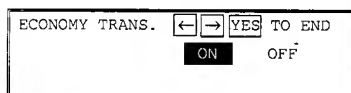
On/Off Selection Switch

When OPT is displayed.

1. Press ▼, 0 and 9.



If you have previously programmed this feature as a User Function Key, press that key.



2. If you wish to change the **ECONOMY TRANS.** setting, press ◀ or ▶ until the displayed setting is correct.
3. **Yes** when you have finished.

Storing the Economy Transmission Time

Before using Economy Transmission, you must use Function 72 to program a time for Economy Transmissions to start. This should be the start of the off-peak rate period for your area. After you have stored this, you will not need to change it again until your telephone company changes the starting time of the off-peak rate period.

1. **Function 6 0 2 2 2 7** and **2**.

ECONOMY TX	
TIME=	11 :00AM
<input type="button" value="←"/>	<input type="button" value="→"/>
<input type="button" value="YES"/>	TO END

2. Input the time that you always wish Economy Transmissions to start.
☐ To change from AM to PM and vice versa, press * or #.
3. Press **Yes Function** when the display is correct.

Sending Quickly (Immediate Transmission)

Procedure

If you do not wish to store the fax message in memory before sending it out, use the following procedure.

- ☐ The advantages and drawbacks of Immediate Transmission and Memory Transmission are discussed on pages 14 and 15.

1. Make sure that the machine is in standby mode (see page 16).
2. Make sure that the Memory indicator is not lit. If it is lit, press **Memory**.
3. Place the document face down into the feeder.

IMMEDIATE TX	OPTIONS	↓
ENTER FAX NUMBER		
<div style="background-color: black; height: 15px; width: 100%;"></div>		

4. Dial (only one destination). And press **Yes**.

? See page 17 for how to dial.

IMMEDIATE TX	OPTIONS	↓
PRESS YES OR CLR + NO		
<div style="background-color: black; height: 15px; width: 100%;"></div>		

5. **Start**.

DIALING	
<div style="background-color: black; height: 15px; width: 100%;"></div>	
2125551234	
FILE NO.0046	

6. The machine dials and the line to the other party is connected. The number that you dialed is displayed (or if you used Quick Dial or Speed Dial, the Quick Dial or Speed Dial Label stored for that number is displayed).

Changing Transmission Mode

Converting Immediate Transmission to Memory Transmission

If there is a message still waiting in the document feeder, you can convert it into a memory file if you press **Memory** and **Start** and **Yes**. The document will be scanned and stored into memory, leaving the document feeder free for others to use.

Immediate Transmission as Your First Choice

The default mode of your machine is Memory Transmission. If you wish, you can change this home position to Immediate Transmission.

The procedure is as follows (see page 223 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

- ☐ At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display.

The setting that you need to change is that for digit 6.

2. If you wish to change the setting, press **6** on the ten key pad.

SWITCH00: 0000 0000

Digit 6 (Double underlined)

0: Memory Transmission

1: Immediate Transmission

3. Finish: **Yes** and **Function**.

Using the Stamp

Press the Stamp key to have faxes you send stamped. When the Stamp indicator is lit, the machine stamps a small mark on the bottom of each page. During memory transmission, the stamp indicates that the page was successfully stored. For immediate transmission, it shows that the page was sent successfully. You must switch the stamp on before you press **Start**, or the machine will not stamp the first page.

- ☐ If you wish the stamp to be at the top of each page instead of at the bottom, contact your service representative.

Changing the Stamp Home Position Setting

If you wish to change the Stamp default setting, do the following.

(See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	<u>01000000</u>	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display.

The setting that you need to change is that for digit 0.

SWITCH00: 0000 0000

Digit 0 (Double Underlined)

0: Verification stamp off

1: Verification stamp on

2. If you wish to change the setting, press **0** on the ten key pad.
3. Finish: **Yes** and **Function**.

Redialing

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. In many cases, the machine will redial the destination automatically. Or, with the **AI Redial** key, you can redial with just a few keystrokes.

Automatic Redialing

The machine will automatically redial the other party if any of the following conditions occurred.

- ☐ The other party was busy.
- ☐ There was no reply from the other party.
- ☐ The message was rejected by the machine at the other end because of excessive errors (in this case, redialing will only take place if Memory Transmission was used).

Redialing is done 4 times at 5 minute intervals (for a Memory Transmission) or 2 times at 5 minute intervals (for an immediate transmission).

- ☐ The number of redials and the redial interval may be adjusted by a service technician.

During redialing, the number being dialed is displayed as shown on the right.

[2125551234]	
MEMORY TRANS.	APR.4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 99%	

If redialing fails for an immediate transmission, the display appears as shown opposite. You can convert this communication to a memory transmission to free up the machine for other users. Press **Memory** then **Start**.

REDIAL STANDBY
OR SELECT MEMORY MODE
(PRESS MEMORY + START)

Using the AI (Artificial Intelligence) Redial Key

The machine learns and remembers the last 10 telephone numbers that you input. Then, if you have to redial one of these numbers, just press the **AI Redial** key until the number or name of the party you wish to redial is displayed, then press the **Start** key.

This feature has the following uses.

- ☐ If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **AI Redial** key until the required telephone number or name is displayed, then press the **Start** key.
- ☐ If you wish to send another message to the same address that you just sent one to recently, you don't have to dial the full number again if it is still in the AI Redial memory. Place the message in the feeder, then press the **AI Redial** key until the required telephone number or name is displayed, then press the **Start** key.


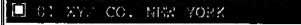
Notes:

- ☐ AI Redial only remembers one Quick Dial or Speed Dial number --- the last number dialed. When you dial another Quick Dial or Speed Dial, the previously dialed Quick Dial/ Speed Dial cannot be accessed.
- ☐ Using AI Redial, you cannot retry a failed Memory Transmission. However, you can redial the telephone number, as explained above.
- ☐ AI Redial employs the AI Short Protocol feature.
- ☐ The AI Redial key does not work if you used the handset to dial.

Cross-reference AI Short Protocol: see page 166.



To send a fax using AI Redial, do the following:

1. Make sure that the machine is in standby mode (see page 16).
2. Place your document into the feeder.
3. **AI Redial.**

AI REDIAL NO.DIRECTORY	
1 SCROLL 	PRESS YES OR NO
	

4. Scroll through the numbers in the AI Redial memory using the **▲** and **▼** arrows of the scroll key.

- ☐ To select a number: **Yes** x 2.

MEMORY TRANS.	OPTION 
ENTER NO. OR START	DESP:2
	

5. Either:
 - ☐ Select another number: go to step 4.
 - ☐ Start the transmission: **Start**.

RECEIVING FAX MESSAGES

Selecting the Reception Mode

There are two ways to set up your machine to receive fax messages.

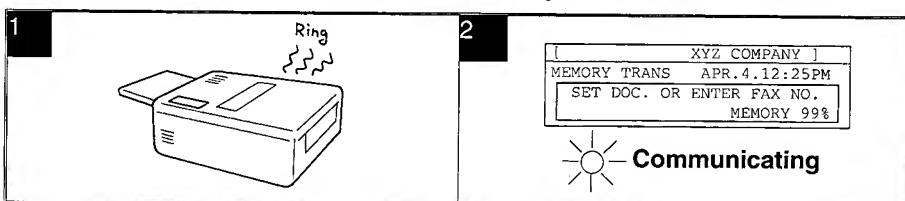
- ☐ Auto Receive Mode
- ☐ Manual Receive Mode

Press the **Reception** mode key to switch between the modes.

Auto Receive Mode

This mode is selected when the Auto Receive indicator is lit.

Incoming faxes are received automatically. You do not have to be by the machine if the power switch is kept on. Use this mode when you must leave the machine.



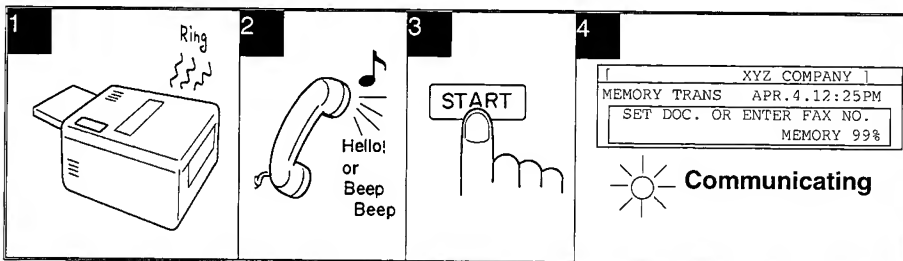
1. The telephone rings once.
2. The machine automatically starts to receive the message.

Manual Receive Mode

This mode is selected when the Manual Receive indicator is lit.

This setting is convenient if you wish to use your fax machine's handset to answer telephone calls coming in on the same line as fax messages. However, your fax machine cannot automatically receive fax messages; you have to be by the machine if a fax message comes in.

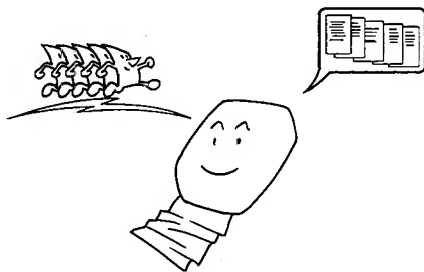
The machine operates as follows.



1. The machine rings continuously until you answer the call. Pick up the handset.
2. If you hear a voice from the other end, speak in reply.
If you hear a tone every few seconds, the other end is a fax terminal.
Note: Remove any documents that are in the feeder.
3. If the person at the other end wishes to send you a fax message, press **Start** to receive the message. Then hang up the handset.
4. The machine starts to receive the message.
The Communicating indicator lights.

Receiving Fax Messages When There Is a Problem

Overview



This feature is called **Substitute Reception**.

If the printer is jammed or out of supplies, you will still be able to receive fax messages; any messages coming in will be stored in the machine's memory.

If the "Receive File" indicator is lit, a message has been stored in the memory using the Substitute Reception feature.

Check the following:

- ☐ The printer paper may be used up. If so, add paper: see page 176.
- ☐ The toner may have run out. If so, add toner: see page 182.
- ☐ The printer paper may have jammed. If so, remove the jam: see page 203.
- ☐ If there appears to be no problem, somebody may be making copies while a fax message is coming in.

The messages received into memory will be printed and erased from memory after the machine has been returned to normal operation.

Switching Substitute Reception On or Off

There are two conditions under which you may wish to disable this feature.

- ❑ If you do not like keeping received fax messages in memory: After your machine has received a fax message to memory, it sends an OK signal to the other end. However, if something happens to your machine and you lose the fax message before you have a chance to read it, the sender will not be informed. Therefore, you may not wish to use the Substitute Reception feature.
- ❑ If you do not wish to have your memory full of mail from unknown senders: If you have not enabled the Authorized Reception feature, you can receive fax messages from anybody. However, you can see who they are because their identifier (the TTI) is printed at the top of each page. If the other party has not programmed their identifiers (perhaps in an attempt to hide their identity), you may not wish to receive their messages into memory, which would take up valuable space.

Cross-references

ECM: see page 91.

Authorized Reception: see page 104.

If you wish to switch Substitute Reception on or off, do the following procedure. (See page 11 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

At this time, you can print a User Parameter List if you press **▶** and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

The settings for switch 00 are now shown on the bottom line of the display.

2. Press **▲** or **▼** until the settings for switch 05 are shown.

SWITCH05: 0000 0000

The settings that you need to change are those for digits 0 and 1.

Digit 0 (Underlined)

Digit 1 (Double Underlined)

The meanings of these settings are as follows.

Digit	Purpose
0	Substitute Reception 0: Off 1: On*
1	Reception to memory (including Substitute Reception, Memory Lock, Forwarding, and Transfer Requests from another station) when no RTI or CSI identifiers were received from the other party 0: Enabled, 1: Disabled

3. If you wish to change the setting, press **0** or **1** on the ten key pad.
4. Finish: **Yes** and **Function**.

TELEPHONE CALLS

A handset is required to execute the procedures in this section.

You can use your fax machine for dialing in the same way as you would use a telephone. This is useful when calling fax machines that are usually kept in Manual Receive Mode, as well as for telephone conversations.

- ☐ You can dial using Quick Dial Keys or Speed Dial Codes.
- ☐ With the On Hook Dial feature, you do not have to pick up the handset before dialing.
- ☐ You can send a fax message after finishing the conversation, without having to make a new call.

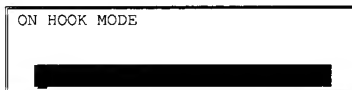
Cross-reference	Manual Receive Mode: see page 39.
------------------------	-----------------------------------

Making a Telephone Call

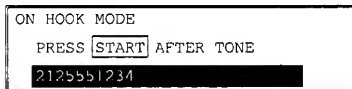
Using On Hook Dial

Using On Hook Dial is like using the handset (see the next page), except that you do not have to pick it up before dialing. Just press the On Hook Dial key, and dial the number. When you hear the other party on the fax machine's built-in speaker, you can pick up the handset. This keeps both hands free for referring to telephone numbers while you are dialing.

1. Press the **On Hook Dial** key.



2. Dial.
 - ❓ See page 17 for how to dial.
 - Do not use the handset.



Note:

Do not press **Start**.

If you wish to cancel the call, press the **On Hook Dial** key.

3. Listen to your machine's built-in speaker. When the other party answers, pick up the handset.
4. Replace the handset when you have finished.

Using the Handset

Using the fax machine's built-in or optional handset, you can use the fax machine in the same way as a normal telephone. Pick up the handset and dial on the fax machine's ten-key pad (or use a Quick Dial Key or Speed Dial Code if you wish).

1. Pick up the handset.

HANDSET MODE
[REDACTED]

2. Dial.

? See page 17 for how to dial.

HANDSET MODE
PRESS START AFTER TONE
2125551234 [REDACTED]

Note: Do not press **Start**.

3. Continue as for a normal telephone conversation.

Using AI Redial

Use AI Redial if you wish to redial a number that you dialed recently.

1. **On Hook Dial** and **AI Redial**.

AI REDIAL NO. DIRECTORY
1 SCROLL [↓] PRESS YES OR NO
<input type="checkbox"/> 01 NY/ CO. NEW YORK [REDACTED]

2. Scroll through the numbers in the AI Redial memory using the ▲ and ▼ arrows of the scroll key.
When the correct number is displayed, press **Yes**.

☐ The number will be dialed immediately.

ON HOOK MODE
PRESS START AFTER TONE
2125551234 [REDACTED]

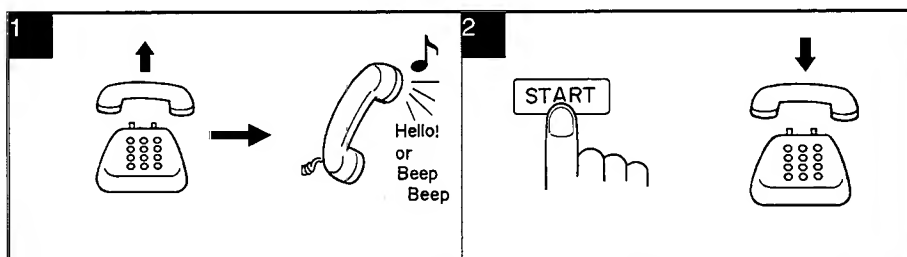
ROUTINE
OPERATION

Answering the Telephone

If the telephone rings just once:

A fax is coming in. Do not pick up the handset.

If the telephone rings continuously:



1. Pick up the handset and speak to the other party.
If you hear a high-pitched tone, a fax is coming in.
Press **Start** then hang up.
2. If the caller wants to send you a fax, press **Start** after speaking. Then hang up.

If nothing happens after you press Start the power may be switched off or the telephone may not be properly connected.

Phoning and Faxing on the Same Call

To Talk Before Sending a Fax (On Hook Dial)

1. Press the **On Hook Dial** key.
2. Dial.
Note:
Do not use the handset.
Do not press **Start**.
3. If you hear a voice from the machine's built-in speaker, pick up the handset and speak to the other party.
☐ If you hear a high-pitched tone instead of a voice, place your fax message in the feeder, then press **Start**.
4. When you are ready to send your fax message, place your message in the feeder, then ask the other party to press **Start**.
5. When you hear a high-pitched tone, press **Start**.
6. Replace the handset.

Do not replace the handset if you wish to speak to the other party again.
When your machine emits a tone, press **Stop** then speak.

Speaker and Buzzer Volume Adjustments

Your machine has a built in speaker. With this speaker, you can listen to the telephone line without picking up the handset. The speaker will be automatically switched off just before the start of facsimile data communication.

When you are sending a fax message, you will be able to hear the line after the machine has dialed. If the line is busy, you can press the **Stop** key and start another operation without having to wait for the machine to disconnect the line.

The volumes you can adjust are;

Transmitting monitor (TRANSMISSION): Sound you hear in transmission.

Receiving monitor (RECEPTION): Sound you hear in reception.

Onhook dial monitor (ONHOOK): Sound you hear in dialing by Onhook dial.

Dialing monitor (DIALING): Sound you hear after pressing **Start** key.

Buzzer tone (ALARM): Volume of the buzzer when you open a cover and so on.

Key tone (SCROLL KEY): Sound you hear when you press a key on the operation panel.

If the speaker volume is not satisfactory, you can adjust it.

1. **Function 6 0 2 2 2 2 9** and **2**.

MONITOR VOLUME	SET VOLUME
TRANSMISSION:	← >>> →
PRESS START YES TO END	

2. To increase: ►.
To decrease: ◀.
To accept: **Yes**.

MONITOR VOLUME	SET VOLUME
TRANSMISSION:	← >>> →
PRESS START YES TO END	

3. Repeat step 2 for each adjustment that appears on the screen.
4. Finish: **Function**.

ADVANCED FEATURES

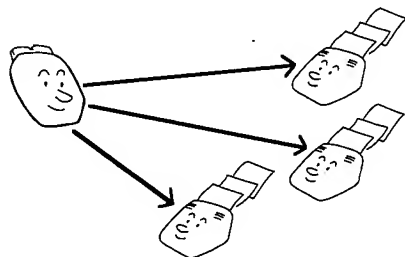
NETWORKING

Overview

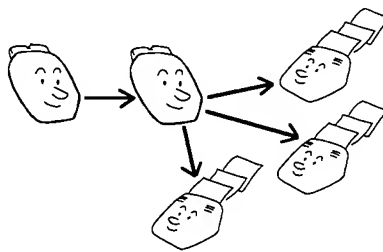
This section explains how you can use this machine to distribute fax messages over networks of fax machines.

As we have seen (Sending to More Than One Location, page 19), you can send the same fax message directly from your machine to more than one location. The diagram in that section shows your machine sending the same fax message to three locations. This feature is commonly known as Broadcasting.

However, with Broadcasting, you or your organization has to pay for three fax calls. If these are all long distance calls, that can be quite expensive. If you use the networking features provided with this machine, you will be able to reduce costs by sending the fax message only once, to a Transfer Station, and that Transfer Station will distribute your fax message.



Broadcasting



Networking using a Transfer Station (Transfer Request)

You can take advantage of your machine's Group Dial, Broadcasting, and Transfer Request features to set up extensive facsimile networks. Such networks can save time and cost if you set them up to perform commonly-used broadcasting operations, especially if long-distance communications are involved.

Cross-references

Groups: see page 292.

Broadcasting: see page 19.

Transfer Request: see page 51.

What Networking Features Does This Machine Have?

The machine's networking features are summarized below.

- ☐ **Transfer Request:** This allows you to send a fax message to a number of destinations via a single Transfer Station (see page 51). Transfer Request can be combined with Broadcasting to set up more complex networks (see page 54).
- ☐ **Multi-step Transfer:** This allows you to set up a string of Transfer Stations in different areas. The Transfer Station in each area would distribute your message to destinations in the same area, and pass on your message to the next Transfer Station in the chain. See page 55 for more on this feature.

When you look at these procedures later in this section, they may seem rather complex. However, once you have decided upon a certain operation, and if you plan to use it frequently, program it as a Keystroke Program. Next time, this will allow you to start the operation with only one keystroke.

Note:

Your sales or service representative will be able to help make all the necessary group and transfer station number programming in the various broadcasting terminals throughout your proposed network. Please co-ordinate with your sales representative to obtain correct programming at the time of installation.

Cross-references

Transfer Request: see page 51.

Transfer Request combined with Broadcasting: see page 54.

Multi-step Transfer: see page 55.

Keystroke Programs: see page 61.

Preparing the Machine for Networking Operations

Before you can start to set up fax communication networks, there are some items that you have to program in your machine. These are as follows.

- ☐ Your Fax Machine's Own Telephone Number
- ☐ The ID Code (the ID Code of your machine and all the Relaying Terminals and Transfer Stations must be the same)

If you install the optional Group 4 ISDN kit, there are some other items that you will have to program. These are dealt with in Appendix E, which covers the ISDN kit.

You will also have to plan how you program your Groups (in co-ordination with other people at other locations who will use your machine as a Transfer Station), and you must also know how all the Relaying Terminals and Transfer Stations have programmed their Groups.

Storing your Machine's Own Telephone Number

Store your fax terminal's telephone number using this feature. If you do not do this, you will not be able to use the Transfer Request feature.

If your fax machine's telephone number changes, do not forget to change the stored telephone number data.

1. **Function 6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.

OWN NUMBER (G3)	
<input type="checkbox"/> YES TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="checkbox"/> NO TO CANCEL	NEXT <input type="button" value="↓"/>

2. **Yes.**

OWN NUMBER (G3)	<input type="checkbox"/> YES TO END

3. Input your fax terminal's telephone number.

- ☐ **The format of the number must be as follows:**

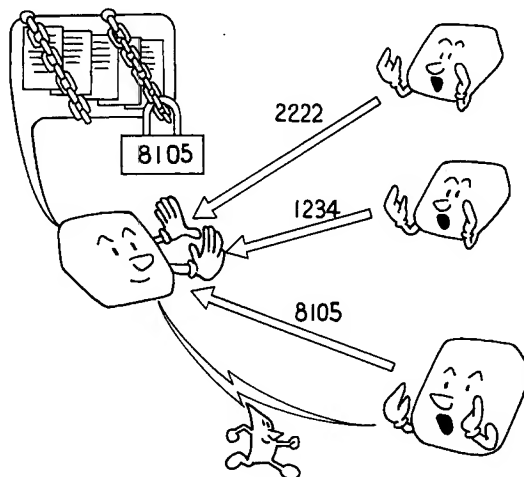
International Dial Prefix, Your Country Code, Your Area Code, **then you must add a Pause**, followed by your telephone number.

Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

Note: Use the **Pause** key to add a pause.

OWN NUMBER (G3)	
<input type="checkbox"/> YES OR <input type="checkbox"/> CLR	<input type="checkbox"/> NO
0111212-5551234	

4. **Yes Function.**

Storing the ID Code

Before programming the ID Code, confer with other users in your fax network to agree on an ID Code. This is because communications using ID Codes will fail if the codes are not the same.

The ID Code can be any four-digit code (using digits 0 to 9 and letters A to F), except 0000 and FFFF.

In addition to the networking features described in this section, ID Codes are used with the following communication features. The same code must be used by all members of your fax network and all people you wish to communicate with using these features.

- ☐ Polling: see page 130.
- ☐ Closed Network: see pages 89 and 129.

Features using ID Codes can only be used between terminals made by the same maker.

To store an ID Code, do the following.

1. **Function 6 0 2 2 2 6 1** then ▼ until the screen is as shown opposite.

POLLING ID	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

2. **Yes.**

POLLING ID	
ID SETTING	
<input type="text" value=""/>	<input type="button" value="YES"/> TO END

3. Input the ID Code that you will be using.
Example: **4 3 6 3**.

☐ Do not use 0000 or FFFF.

POLLING ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
<input type="text" value="4363"/>	

4. **Yes Function.**

Groups

The way to program a Group is explained in Appendix F. See page 300 and the pages following that for all the procedures. However, there are two points to keep in mind when you are setting up Groups for networking operations.

Limitations on the size of a Group: You can store up to 200 destinations in a Group. However, the networking features can only handle Groups that have up to 30 destinations. If you are programming a Group for networking purposes, do not put more than 30 numbers in that Group.

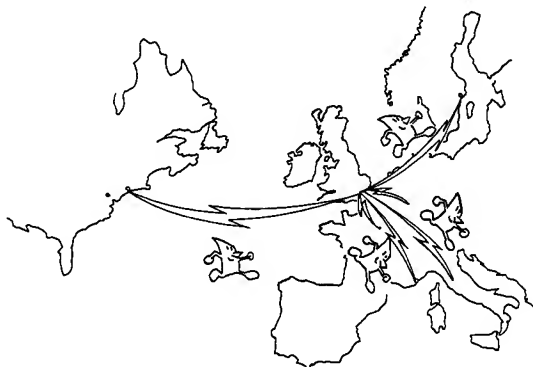
Group Transfer Station: You can specify a Group Transfer Station for each of your Groups. Then another party can send you a fax message and instruct your machine to send it to each number in a Group, through the Group Transfer Station, which acts as a broadcaster. Your machine will then relay the fax message to that group's Group Transfer Station, which will then send the fax message to each of the numbers stored in that Group. You should store Group Transfer Stations for Groups that you wish to use with the Multi-step Transfer features. For instructions on how to store a Group Transfer Station for a Group, see page 303.



Transfer Request

Transfer Request helps you save costs when you send the same message to more than one place in a distant area.

- ☐ Your machine sends the message to the Transfer Station, which holds it in memory.
- ☐ The Transfer Station then sends it on to each of the End Receivers in sequence.
- ☐ After broadcasting, the Transfer Station sends your machine a Transfer Result Report to tell you if there were any problems with the communication.



Note:

- ☐ This feature can only be used if the Transfer Station was made by the same maker as your machine.
- ☐ The ID Code of your machine must be the same as the ID Code of the Transfer Station.
- ☐ Your fax machine's telephone number must have been programmed in advance.
- ☐ The Transfer Station must have memory space available, and must be able to act as a Transfer Station (some machines cannot do this, or can but the capability has been switched off).
- ☐ The telephone number of the caller who makes a transfer request must be programmed in a Quick Dial or Speed Dial of the Transfer Station. This is the Transfer Station can send back the caller a Transfer Result Report (so they know whether the transfer request was successful or not).

You cannot dial the End Receivers as full numbers on your ten-key pad, and you cannot use your own stored Speed Dials, Quick Dials, and Groups. You must use the numbers that are stored in the Transfer Station. Always keep a copy of the Transfer Station's Telephone Lists (Quick Dial, Speed Dial, and Group Lists) near the machine if you plan to use Transfer Request.

Cross-references

Quick Dial and Speed Dial: see pages 291 and 293.
ID Code: see page 49.

Groups: see page 292.
Telephone Number Lists: see page 171.

1. Make sure that the machine is in standby mode (see page 17).
2. Place your document in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
[REDACTED]		

3. Either:

☐ **Function 1 and 3.**

TRANSFER	OPTIONS	↓
TRANSF. 1 [REDACTED]		

- ☐ If you cannot use Function 13, you forgot to store, your fax machine's telephone number, or your ID code (Function 61).
- ☐ If you have installed the ISDN Option kit, you must also program the machine's Own ISDN G4 and Own ISDN G3 numbers (use Function 61; see pages 257 and 258). Your G4 Terminal ID and your ISDN subscriber numbers for G4 and G3 must also have been stored.

4. Input the telephone number of the first transfer broadcasting station, then press **Yes**.

☐ This machine must be of the same manufacturer as yours, and it must be able to act as a Transfer Station.

TRANSFER	
TRANSF. 1	12125551234
RECV 1	[REDACTED]

5. Input the destinations for this transfer broadcaster.
You must use Quick Dials, Speed Dials, or Groups that are stored in the transfer broadcaster. There is a shorthand notation for this purpose. See the following examples:

- ☐ Quick Dial Key 01: **# 0 1 Yes.**
- ☐ Speed Dial Code 10: **# * 1 0 Yes.**
- ☐ Group 01: **# ** 0 1 Yes.**

TRANSFER	NEXT NO. OR	START
TRANSF. 1	12125551234	
RECV 4	[REDACTED]	TRANSF. ↓

Note: You can select up to 99 Transfer Stations, and up to 30 End Receivers for each Transfer Station (This number depends on how many numbers are currently waiting in memory to be dialed. See the table on page 305 for more information concerning the limitations to this feature).

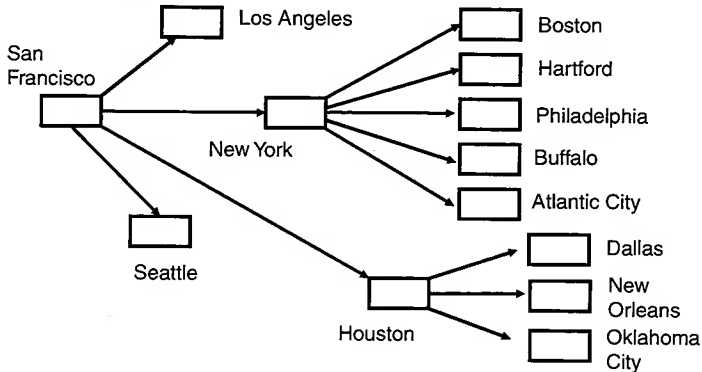
6. Either:

- ☐ Enter more destinations for this transfer broadcaster - go to step 5.
- ☐ Input another transfer broadcaster and its destinations: ▼ - go to step 4.
- ☐ Start the transfer request: **Start**.

Note: You may use some transmission options, such as Send Later. See page 27.
If you wish your machine to be a Transfer Station for other parties to use for their Transfer Requests, you must install a memory card or a hard disk.

Combining Transfer Request with Broadcasting

If you wish to set up complex fax message distribution networks, you can make a Transfer Request using more than one Transfer Station. When you do this, you can send the same message to up to 30 Transfer Stations, and each Transfer Station can pass the message on to 30 End Receivers.



Assume that your machine is in San Francisco and you wish to send the same message to various locations in the U.S.A. Of course, doing a simple broadcast, sending to each terminal directly from your machine, would get the job done, but you would not be taking advantage of the cost-cutting features of the machine.

However, if you incorporate Transfer Request, as shown below, your machine would only make 4 calls, instead of the 10 that would be necessary if Transfer Request was not used. This saves costs.

- ☐ Your machine can play any part in a Transfer Request network of this type, provided that you have programmed all the required features as explained earlier in this section.
- ☐ The ID codes of the requester (San Francisco) and the Transfer Stations (New York and Houston) must be the same. The requester must have its own fax number programmed.
- ☐ The model used by the requester (San Francisco) must be able to make Transfer Requests through more than one Transfer Station.
- ☐ Reports indicating success or failure will be returned to San Francisco from the terminals in Houston and New York.

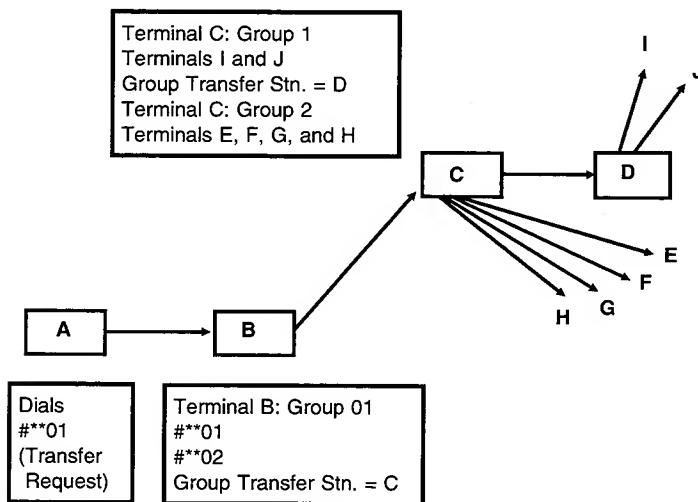
To do this procedure, use the broadcasting procedure on page 19. The destinations should be as follows:

- ☐ Los Angeles
- ☐ Seattle
- ☐ A Group containing Boston, Hartford, Philadelphia, Buffalo, and Atlantic City, with New York as the Group Transfer Station
- ☐ A Group containing Dallas, New Orleans, and Oklahoma City, with Houston as the Group Transfer Station

- ❑ The fax number of San Francisco must be programmed in a Quick Dial or Speed Dial of the machines in New York and Houston.

Multi-step Transfer

The principles of the Two-step Transfer feature can be used to build up a multi-step facsimile network. This will work using either analog (Group 3) or digital (Group 4) lines. An example follows.



To set up this network, the following programming must be done:

- ❑ Terminal C must contain two preprogrammed groups. Group 1 must contain terminals I and J. Group 2 must contain terminals E, F, G, and H. In Group 1, terminal D must be specified as the Group Transfer Station.
- ❑ Terminal B must contain a preprogrammed group (Group 1). This group must contain two numbers, ***01, and ***02. These specify transfer using groups 1 and 2 that are stored in the Group Transfer Station. In Group 1, C must be specified as the Group Transfer Station.
- ❑ The ID codes of terminals A, B, C, and D must be the same.

To start the operation, terminal A does a transfer request using terminal B as the broadcaster and ***01 as the end receiver; this specifies transmission to the numbers stored in Group 1 at terminal B.

Cross-reference

Group Transfer Station: see page 303.

Your Machine as a Transfer Station

Your machine can be a Transfer Station for other people to use for their Transfer Requests.

If the requesting party is using a machine of the same manufacturer as your machine, they must perform the Transfer Request procedure given after page 51. Any requesting party must have the same ID Code as your machine's.

However, if the requesting party is using a machine made by another manufacturer, or if they couldn't get the Transfer Request procedure to work, you will have to set up the Transfer Request by Tonal Signals feature in your machine (see below).

- ☐ If you do not wish to have your machine available as a Transfer Station, contact a service technician and ask to have this feature switched off.
- ☐ Another way to restrict use of this feature is to make sure that all requesting parties must have their identifiers stored, so that you do not receive Transfer Requests from unknown parties. See the bottom of page 103 for more details on this.

Transfer Request by Tonal Signals

This feature allows your machine to accept Transfer Requests made from the requesting side using Dial Tones. An operation of this type can succeed only if the following conditions have been met.

- ☐ The requester's fax machine must be connected to a telephone line that can accept DTMF (tone dial) signals, or must be able to generate Tonal Signals (see page 81).
- ☐ Your fax machine's reception mode must be Auto Receive.
- ☐ Your fax machine's remote ID must have been programmed.
- ☐ Transfer Request by Tonal Signals must have been switched on.
- ☐ The requester's fax number must be programmed in a Quick Dial or Speed Dial in your machine.

Setting the Machine up for Transfer Request by Tonal Signals

You must do the following to use this feature:

- ☐ Set up the machine in Auto Receive Mode (see page 39).
- ☐ **Program the Remote ID (Function 61, see below).**
The other party will have to enter this code every time they access your machine to make a Transfer Request using a machine that is not of the same manufacturer as this machine.
- ☐ **Switch Transfer Request by Tonal Signals On (Function 63, see below).**
In a new machine, it is switched on in the factory.

Storing the Remote ID

As a new machine has a Remote ID of 0000 when it leaves the factory, we recommend that you store a new Remote ID immediately. This remote ID is also used as the password for Fax on Demand.

1. Function **6 0 2 2 2 6 1** then **▼** until the screen is as shown opposite.

REMOTE ID	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

2. **Yes.**

REMOTE ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> <input type="button" value="NO"/>	
0000	

3. Press **No** then input the new Remote ID that you will be using. Example: **6 7 5 4**.

REMOTE ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> <input type="button" value="NO"/>	
6754	

4. **Yes Function.**

Switching Transfer Request by Remote Transfer On/Off

To switch this feature on or off, do the following. (See page 10 for more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST <input type="button" value="→"/>
DEFAULT: 01000000	<input type="button" value="↑"/>
SWITCH00: 01000000	<input type="button" value="YES"/> TO END <input type="button" value="↓"/>

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press **▼** until the settings for switch 11 are shown.

The setting you need to use is digit 0.

SWITCH00: 00000000

SWITCH11: 00000000

Digit 0

0: The feature is disabled.

1: The feature is enabled.

4. If you wish to change the setting, press **0**.
5. Finish: **Yes Function.**

Procedure for Transfer Request by Tonal Signals

If an operator of a machine of a different manufacturer than yours wishes to use your machine as a Transfer Station, they will have to do the following procedure.

Full Procedure

A quick reference version of this procedure is given on the next page.

1. First, the requesting party must dial your fax machine using an external telephone.
2. Immediately after hearing fax tones from your machine, they must press #. The tone will stop, and a single high-pitched beep of about one second duration will be heard. This is an ACK tone (Acknowledgment).
3. The requesting party must then enter your Remote ID then press #. See the notes at the bottom of the next page.
4. After hearing an ACK tone, they must press **2 4 #**.
5. After hearing an ACK tone, they must press *** * ***.
6. After hearing an ACK tone, they must dial the number which the Transfer Result Report must go to (their own terminal). This must be programmed in your machine as a Speed Dial or Quick Dial. If it is programmed in a Quick Dial, they must enter its number (00 to 64). Or if it is programmed in a Speed Dial, they must enter * then its number (00 to 99). Then they must press #.
7. The requesting party has to dial the end receivers in the shorthand format used for Transfer Request (see the quick reference procedure on the next page for an example). Then they must press #.

For example:

☐ Quick Dial Code 01: **0 1 #**

☐ Speed Dial Code 01: *** 0 1 #**

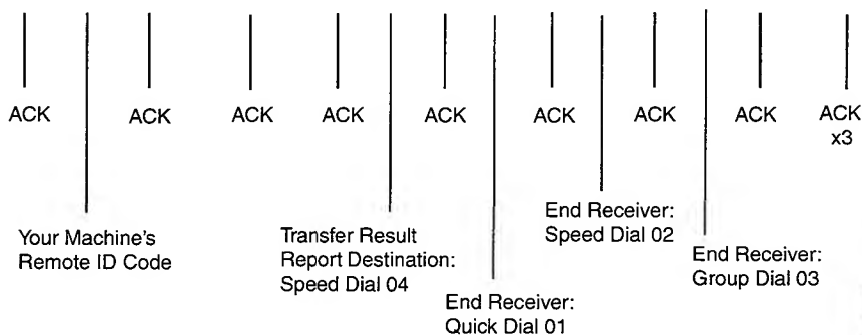
☐ Group 01: *** * 0 1 #**

8. The requesting party must repeat step 7 for all the end receiver numbers. If there are no more numbers, the requesting party should press # twice.
9. Communication begins after three ACK tones. When the requesting party hears fax tones again, they must press **Start** on their fax machine.

Example Procedure (for Quick Reference)

- ☐ Remote ID: 1111
 - ☐ Transfer Result Report Destination: Speed Dial 04 in your machine.
 - ☐ End Receivers, as programmed in your machine: Quick Dial 01, Speed Dial 02, Group Dial 03.
1. The requesting party must dial your machine using an external telephone, and wait for the fax tones.
 2. When the fax tones come in, the requesting party must immediately input the following sequence. (ACK: Wait for the ACK tone)

- 1111# - 24# - *** - *04# - 01# - *02# - **03# - ## -



3. When the requesting party hears fax tones again, they must press Start.

Notes:

- ☐ The remote ID code must have been programmed earlier.
- ☐ After entering the ID code, if there is an interval of more than 5 seconds followed by three short beeps repeated three times, enter the remote ID again.
- ☐ If you enter the wrong remote ID, you will hear three short beeps. Try to enter the code again. If you enter the wrong code five times, the remote control services will not be available until you go back to the machine and reprogram the ID (this is a security measure to prevent other people getting access to your machine).

Beep Tones

Sometimes during a Remote Transfer, you may hear one or more beeps. The following table explains the meanings of these signals.

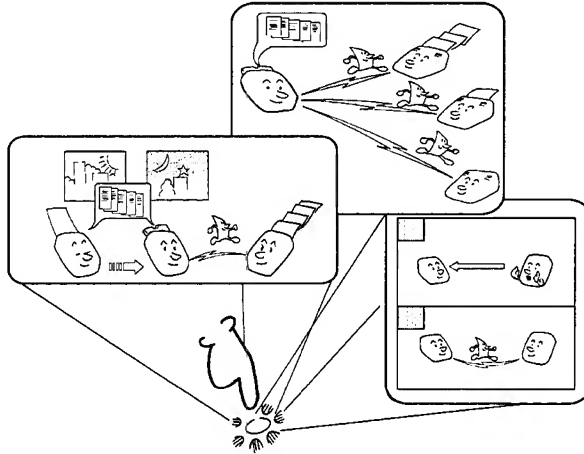
Sound	Reason	Required Action
One high beep	Acknowledgment	No problem; keep going.
A short beep three times	Rejection	Operation error. Try again. Also see the third note on the previous page.
A high beep three times	Service code accepted	No problem; keep going.
A mixed beep five times	Service code rejected	Operation error. Input the correct code.

TRANSMISSION

Programming Keystrokes

Overview

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing the features and destinations in a Keystroke Program.



Keystroke Programs are stored in Quick Dial Keys or Speed Dial Codes.

- ☐ If you store a Keystroke Program into a Quick Dial Key or Speed Dial Codes, that they cannot be used for any other purpose.
- ☐ Be sure to store your Keystroke Program in a vacant Quick Dial Key or Speed Dial Code.

Example: Let us say that you normally send a daily report to locations A, B, and C at 11 pm (using Send Later). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, then press that key or enter that code to set up the transmission.

Cross-reference	Sending at a Specific Time (Send Later): see page 28.
------------------------	---

Note: Keystroke Programs can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

Storing a Keystroke Program

1. Make sure that the machine is in standby mode (see page 16).

MEMORY TRANS.	APR. 4.12:25PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

2. Place a sheet of paper in the feeder.

- ☐ Skip step 2 if you are making a Polling Reception program.

MEMORY TRANS.	OPTIONS
ENTER FAX NUMBER	

3. Select all required features (such as Transfer Request) and telephone numbers as you would normally do.

- ☐ Contrast, resolution, and halftone cannot be stored in a keystroke program.

4. Press the Quick Dial key or Speed Dial with two digits code that you wish to store the program in.

Example: Quick Dial Key **01**.

or

Speed Dial, 1 and 0.

- ☐ Make sure that this key is vacant.

PROGRAM?	
YES	OR NO

5. To complete the program: **Yes**.

Note: The procedure that you just stored will now begin. If you do not wish to use the procedure now, press **Stop** immediately.

Labeling a Program

If you store a label for your keystroke programs, the label will appear on the display when you use the program.

1. **Function 3 and 4.**

If you press ► and Start, a Program List will be printed.

PROGRAM	CHOOSE KEY
<input type="checkbox"/> [REDACTED]	PRINT LIST →
	[NO] TO CANCEL

2. Press the Quick Dial key or enter the Speed Dial code that holds the program that you wish to label.

Example: Quick Dial Key **01** and **Yes**.

PROGRAM	[YES] OR [CLR] - [NO]
<input type="checkbox"/> 08	
TRANSMIT DAILY REPORT ABC	

3. Input your label, using the Quick Dial keys.
For how to enter the label; see page 4.

PROGRAM	CHOOSE KEY
<input type="checkbox"/> [REDACTED]	PRINT LIST →
	[NO] TO CANCEL

4. **Yes.**

PROGRAM	CHOOSE KEY
<input type="checkbox"/> [REDACTED]	PRINT LIST →
	[NO] TO CANCEL

5. Either:

- ☐ Label another program: Go to step 2.
- ☐ Return to standby: **Function**.

Using a Program

Before using a program, make sure that the machine is in standby mode (see page 24 for details).

Transmission Program

1. Place your document in the feeder.

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
<div></div>		

2. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.
 - ☐ The program begins at once, or at the later time specified by the program.

Free Polling Reception Program

1. Press the programmed Quick Dial Key, or enter the programmed Speed Dial code.

PROGRAMMED

The program begins at once, or at the later time specified by the program.

Cross-reference	Polling Reception: see page 135.
------------------------	----------------------------------

Erasing a Program

When you wish to delete a keystroke program, do the following.

1. **Function 3 and 4.**

PROGRAM	CHOOSE KEY
<input type="checkbox"/> 	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

2. Press the Quick Dial key or enter the Speed Dial codes that holds the program that you wish to erase.
Example: Quick Dial Key **08**.

PROGRAM	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="checkbox"/> 08	TRANSMIT DAILY REPORT <input type="button" value="↑"/>
CLR: <input type="button" value="CLR"/>	<input type="button" value="↓"/>

3. Press **Clear**.

PROGRAM	
<input checked="" type="checkbox"/> 00 KANTOH AREA	<input type="button" value="↑"/>
CLEAR? <input type="button" value="YES"/> • <input type="button" value="NO"/>	

4. To delete the program: **Yes**.

PROGRAM	CHOOSE KEY
<input type="checkbox"/> 	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/> TO CANCEL	

5. Either:

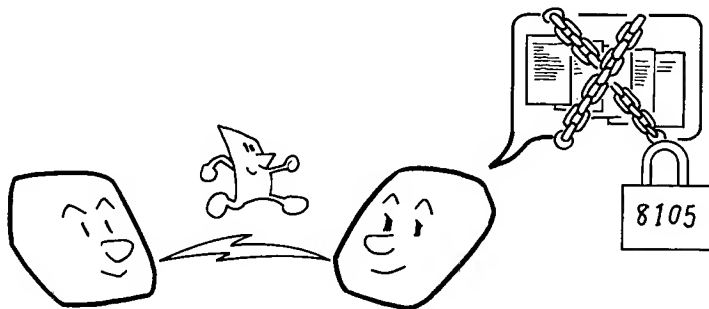
- ☐ Edit or erase another program: Go to step 2.
- ☐ Return to standby: **Function**.

Sending Confidential Messages

Overview

This feature is called **Confidential Transmission**.

Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.



Note:

- ☐ The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- ☐ This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.
- ☐ Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

There are two types of Confidential Transmission.

1. Normal Confidential Transmission

The other party can print the message by entering the ID that was previously stored using the Confidential ID feature.

2. Confidential ID Override

If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, don't forget to tell the intended receiver what code must be entered to print the message.

Note: The receiving machine's Confidential ID is not changed by this process.

If the intended receiver has a Personal Code with a Confidential ID stored with it, you can override the receiving machine's ID with that Confidential ID. Then:

- ☐ The receiver can print the message by inputting the Confidential ID that is stored with that person's Personal Code.
- ☐ The intended receiver will also be informed personally by a Confidential File Report; this report will have the name of the receiver on it, if the name was stored with the Personal Code.

Cross-references

Confidential ID: see page 95.

Personal Codes: see page 75.

Journal: see page 171.

Confidential Reception: see page 94.

Procedure

To set up a confidential transmission, do the following.

1. Place your document in the feeder.

2. **Function 1 and 2.**
The machine is now in Confidential Transmission Mode.

3. Dial then press **Yes**.

4. Either:
 - ☐ Dial another number: Go to step 3.
 - ☐ Press **Start**.

Confidential ID Override Option

This procedure will override the Confidential ID stored in the other party's machine. The override is only effective for this one transmission.

When in Confidential Transmission Mode (see above).

1. Press ▼, **0** and **4**.

2. Enter the Confidential ID that you wish to use for this message.

Example: **2 5 6 7** on the ten key pad and press **Yes**.

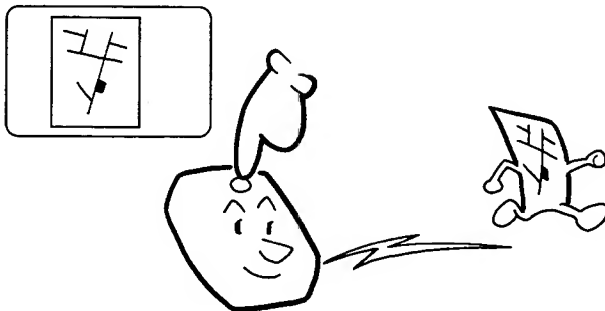
CONF. ID	PRESS <input type="checkbox"/> YES OR <input type="checkbox"/> NO
2567	

3. Dial and press **Start**.

? For how to use other options, see page 27 and the pages following.

Storing an Often Used Document (Auto Document)

Overview



If you often find that you have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in the memory as an Auto Document, using a Quick Dial Key or a Speed Dial code.

This feature is called **Auto Document**.

Then, when you need to send that page to somebody, press the Quick Dial Key or enter the Speed Dial code that you stored it in, place any other pages that you wish to send into the feeder, dial, and press Start. At the other end, the Auto Document will be printed first.

The Auto Document is transmitted as it is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature (see page 88).

Note: Auto Documents can be stored in Speed Dial codes, when the Function Upgrade Card is installed.

Storing an Auto Document

You can store the Auto Document in a Quick Dial or Speed Dial and give it a label.

Storing an Auto Document

1. Place the document and select the resolution/contrast settings you require.

2. Press **Function**.

3. Press **3** and **5**.

With the feature enhancing card

4. Now choose where to store the Auto Document: in a Quick Dial or Speed Dial. Either:

☐ Press a Quick Dial key

☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number.

When pressing the one-touch 01

5. Press **1**.

6. Press **Yes** to store the document as the cover sheet or press **No** not to.

7. Press **Start**.

8. Press **Function** to return to standby mode.

Labeling an Auto Document

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/> OR <input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS
↓	

2. Press **3** and **5**.

AUTO DOCUMENT	CHOOSE KEY
<input type="checkbox"/>	PRINT LIST →
<input type="checkbox"/> NO TO CANCEL	

3. Now choose the Quick Dial key or Speed Dial code to label.

Either:

☐ Press a Quick Dial key

or

☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number or search the correct number using ▲ and ▼.

AUTO DOCUMENT	SELECT <input type="checkbox"/> YES=END
<input type="checkbox"/> 29	↑
1.STORE FAX 2.LABEL 3.CLEAR	
↓	

When pressing the Quick Dial 29.

4. Press **2**.

AUTO DOCUMENT	ENTER LABEL
<input type="checkbox"/> 01	<input type="checkbox"/> NO TO CANCEL
ABC	

When selecting "1"

5. Enter the document name using the Quick Dial key or the ten key pad.

If you enter the wrong name, press **Clear** or **No** to enter the correct name.

Clear --- Erase one letter at the cursor.

No --- Erase all.

AUTO DOCUMENT	ENTER LABEL
<input checked="" type="checkbox"/> 01	<input type="checkbox"/> NO TO CANCEL
ABC	

6. Press **Yes**.

AUTO DOCUMENT	SELECT <input type="checkbox"/> YES=END
<input type="checkbox"/> 29	↑
1.STORE FAX 2.LABEL 3.CLEAR	
↓	

Press **Yes** and repeat the procedure from step 3 to name another document.

7. Press **Function**.

Return to the standby mode.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

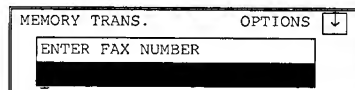
Customized Auto Document

Programming documents into Quick Dials or Speed Dials which have destinations already stored in them is called "Customized Auto Document". You can not only amend Quick Dials/Speed Dials, but may also add programmed destinations to Auto Documents.

Using an Auto Document

1. Make sure that the machine is in standby mode (see page 17).

2. If you wish to attach a fax message to your Auto Document, place the fax face down into the feeder.



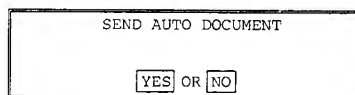
3. Now choose the Quick Dial key or Speed Dial code that contains the document you need.

Either:

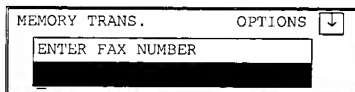
- ☐ Press a Quick Dial key
- or
- ☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08**.

And press **Yes**.



4. Dial the destination(s), and press **Yes**.



5. Either:
 - Dial another number: go to step 4.
 - No more destinations: press **Start**.

Note:

If you send the message to more than one location and you enter the Quick Dial key which contains the Auto Document, it will be attached to all destinations.

Printing the Contents of an Auto Document

If you need to remind yourself of what one of your stored Auto Documents looks like, do the following procedure.

1. **Function 5 and 3.**

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/>	PRINT LIST →
	<input type="checkbox"/> NO TO CANCEL

2. Now choose the Quick Dial key or Speed Dial code of the document you wish to print.

Either:

☐ Press a Quick Dial key
or

☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

Example: Quick Dial Key **08** and **Yes**.

AUTO DOCUMENT	<input type="checkbox"/> NO TO CANCEL
<input checked="" type="checkbox"/> 08	OFFICE LOCATION MAP
PRESS <input type="checkbox"/> START	

3. **Start.**

Changing the Contents of Auto Document**Changing the Label**

1. Press **Function**.

FUNCTION	NO: <input type="checkbox"/> OR <input type="checkbox"/> NO
10TRANS. MODE 20CLEAR CHANGE	
30PROG. CHANGE 40REPORTS <input type="checkbox"/> ↓	

2. Press **3** and **5**.

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/>	PRINT LIST →
	<input type="checkbox"/> NO TO CANCEL

3. Now choose the Quick Dial key or Speed Dial code of the document you wish to change.

Either:

☐ Press a Quick Dial key
or

☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

AUTO DOCUMENT	SELECT <input type="checkbox"/> YES=END
<input checked="" type="checkbox"/> 29	<input type="checkbox"/> ↑
1.STORE FAX 2.LABEL 3.CLEAR <input type="checkbox"/> ↓	

When pressing the one-touch 29.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using **▲** and **▼**.

4. Press **2**.
The document name is displayed.

AUTO DOCUMENT	ENTER LABEL
<input checked="" type="checkbox"/> 01	<input type="checkbox"/> NO TO CANCEL
ABC	

5. Press **Clear** or **No** to enter the document name again.
6. Press **Yes** to return to the standby mode.

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="checkbox"/> NO TO CANCEL	

Repeat the procedure from step 3 to change another name.

7. Press **Function**.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Erasing an Auto Document or Label

1. Press **Function**.
2. Press **3** and **5**.

FUNCTION	NO: <input checked="" type="checkbox"/> OR <input type="checkbox"/> NO
10TRANS. MODE	20CLEAR CHANGE
30PROG. CHANGE	40REPORTS <input type="button" value="↓"/>

AUTO DOCUMENT	CHOOSE KEY
<input checked="" type="checkbox"/>	PRINT LIST <input type="button" value="→"/>
<input type="checkbox"/> NO TO CANCEL	

3. Now choose the Quick Dial key or Speed Dial code to erase.

Either:

- ☐ Press a Quick Dial key
or
- ☐ Press the Speed Dial/Tel Directory key and enter a two digit code on the ten keypad.

If you enter the wrong number, press **No** to enter the correct number or search for the correct number using **▲** and **▼**.

4. Press **3**.

AUTO DOCUMENT	SELECT <input checked="" type="checkbox"/> YES=END
<input checked="" type="checkbox"/> 29	<input type="button" value="↑"/>
1.STORE FAX 2.LABEL 3.CLEAR <input type="button" value="↓"/>	

5. Either:

- ☐ Press **Yes** to erase the Auto Document.

"Document Cleared!" will flash up.

- ☐ If you don't wish to erase this Auto Document, press **No**.

6. Either:


- ☐ Press **Yes** to erase the Auto Document's label.

"Label Cleared!" will flash up.

- ☐ If you don't want to make a change, press **No**.

7. Press **Function** to return to the standby mode.

AUTO DOCUMENT	
<input checked="" type="checkbox"/> 10 OFFICE LOCATION MAP	
CLEAR DOCUMENT?	<input type="button" value="YES"/> <input type="button" value="NO"/>

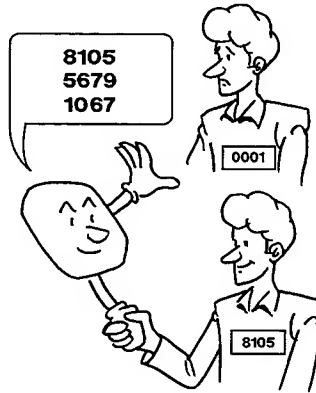
AUTO DOCUMENT CHOOSE KEY	
<input type="checkbox"/> 	PRINT LIST <input type="button" value="→"/>
<input type="button" value="NO"/>	TO CANCEL

Repeat the procedure from step 3 to erase another document.

MEMORY TRANS.	DEC.31.12:59PM
SET DOC. OR ENTER FAX NO.	
MEMORY 100%	

Restricting Access to the Machine

Overview



When your machine arrives from the factory and is installed for the first time, anybody can use it. However, using a system of Personal Codes, the machine can be set up to prevent unauthorized persons from using the machine. The necessary procedures are given in the following sections.

- ☐ Programming the Personal Codes: see below.
- ☐ Switching on Restricted Access: see page 79.

Programming the Personal Codes

The main advantage of Personal Codes is that they allow you to track machine usage and restrict access to the machine. If you do not wish to restrict access to the machine, you can still use Personal Codes to personalize your fax messages, by using the Label Insertion feature.

The Personal Code is a four digit code. It can have any value from 0001 to 9999.



Each user can be given a Personal Code. While programming, you can store the following items with each Personal Code:

- ☐ A name: This will be printed on reports, such as the Journal, to identify the users of the machine. It is also used with the Label Insertion feature.
- ☐ A Confidential ID: This must be different for each Personal Code, and different from your machine's Confidential ID. If somebody sends you a confidential message, they can override your machine's Confidential ID with the Confidential ID stored with your Personal Code, if you inform them of this ID. If so, the machine will print a Confidential File Report that will inform you when the message has arrived. Then, you must input this Confidential ID to print the message. You can only store Confidential IDs if you have an optional memory card or hard disk.

Note: You cannot register more than 50 Personal Codes (if the optional Function Upgrade Card is installed, you can register up to 500 personal codes) with Names and Confidential IDs in this machine. This means that if you switch Restricted Access on, only 50 people can use the machine.

Cross-references

Using Personal Codes: see pages 27, 67, 79, and 97.

Label Insertion: see page 88.

Journal: see page 171.

Confidential Reception: see page 94.

Confidential ID: see page 95.

Storing a Personal Code

1. **Function 6 0 2 2 2 7** and 1

- ☐ At this time; you can print a Personal Code List if you press **► Start**.

PERS. CODE	ENTER ID CODE
<input type="text"/>	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

2. Input a Personal Code that you want to store in your machine for later use. Example: **5 4 7 7**.

PERS. CODE	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
<input type="text" value="5477"/>	

- ☐ If you input the wrong code, press **No**.

3. Store the code: **Yes**.

PERS. CODE	CHOOSE KEY
5477	
<input type="button" value="YES"/> TO SKIP	<input type="button" value="NO"/> TO CANCEL

4. Either:

- ☐ Press the Quick Dial key that you wish to program the Personal Code into. Then press **Yes**.

PERS. CODE	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
5477	
<input type="button" value="6"/>	

- ☐ If you don't wish to program this code into a Quick Dial key, press **No**.

5. Input a name for this Personal Code using the Quick Dial keys.
Example: JOHNSON

PERS. CODE	<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
5477					
JOHNSON				ABC	

? Inputting and editing labels:
see page 223.

- ☐ If you do not wish to store a label:
Yes. Go to step 7.
6. Store the name: **Yes.**

PERS. CODE	CONF. ID SETTING				
5477 JOHNSON					
CONF. ID:		<input type="checkbox"/> YES	TO END		

7. Either:
- ☐ If you do not have an optional memory card or hard disk, go to step 8.
- ☐ Input a Confidential ID for the personal code used by this user.
Example: 4 6 5 6.

PERS. CODE	<input type="checkbox"/> YES	OR	<input type="checkbox"/> CLR	•	<input type="checkbox"/> NO
5477 JOHNSON					
CONF. ID:	4656				

If you do not wish to store an ID: **Yes.**
Go to step 9.

8. Store the ID: **Yes.**

PERS. CODE	ENTER ID CODE	
	PRINT LIST <input type="button" value="→"/>	
<input type="checkbox"/> NO TO CANCEL		

9. Either:
- ☐ Enter another code: Go to step 2.
- ☐ Finish: **Function.**

Editing or Erasing a Personal Code

1. **Function 6 0 2 2 2 2 7** and **1**

PERS. CODE	ENTER ID CODE	
	PRINT LIST <input type="button" value="→"/>	
<input type="checkbox"/> NO TO CANCEL		

2. Input the Personal Code that you wish to edit.
Example: 5 4 7 7.
And press **Yes.**
- ☐ If you input the wrong code, press **No.**

PERS. CODE	<input type="checkbox"/> YES	OR	<input type="checkbox"/> NO
5477 JOHNSON			

3. Either:

- ☐ Erase this Personal Code: Press **Clear** then **Yes**.

Go back to step 2.

- ☐ Edit the contents of this code:

Press **Yes**.

Go to step 4.

PERS. CODE	YES	OR	CLR	NO
5477				
JOHNSON				ABC

4. Either:

- ☐ To change the Quick Dial key this code has been programmed into, press the **No** key.

PERS. CODE	CHOOSE KEY
5477 JOHNSON	
<input type="checkbox"/> 16	YES TO SKIP NO TO CANCEL

- ☐ If you don't wish to make a change, go straight to step 6.

5. Press the Quick Dial key you want to program this code into.

PERS. CODE	YES	OR	NO
5477 JOHNSON			
<input type="checkbox"/> 16			

6. Press **Yes**.

PERS. CODE	YES	OR	CLR	NO
5477				
JOHNSON				ABC

7. Edit the name stored with this code. When the name is correct, press **Yes**.

? Inputting and editing labels:
see page 223.

PERS. CODE	YES	OR	CLR	NO
5477 JOHNSON				
CONF. ID: 4656				

8. Either:

- ☐ If you do not have an optional memory card or hard disk, go to step 9.

- ☐ Edit the Confidential ID stored with this code. Press **No** then enter a new code.

When the ID is correct, press **Yes**.

PERS. CODE	CONF.ID SETTING
5477 JOHNSON	
CONF. ID: 4656	YES TO END

9. Either:

- ☐ Enter or edit another code: Go to step 2.

- ☐ Finish: **Function**.

PERS. CODE	ENTER ID CODE
16	PRINT LIST →
	NO TO CANCEL

Switching on Restricted Access

Restricted Access allows you to keep a closer track of machine usage, and deters passers-by from casually using your machine.

If this feature is switched on, users have to enter their Personal Code before they can use the machine. The Personal Code must have already been stored in the machine.

However, the user can enter codes directly at the keypad. Therefore, if you are serious about using this feature to stop casual users from operating the machine, you must allocate relatively obscure codes to all authorized users, and try to avoid obvious numbers such as 0001.

If you wish to switch Restricted Access on or off, do the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▲ or ▼ until the settings for switch 05 are shown.

SWITCH 05 : 0000 0000

The settings you need are digits 4 and 5.

Digit 4 (Underlined)
Digit 5 (Double Underlined)

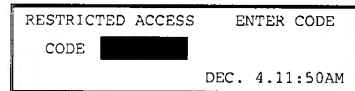
Digit	Purpose		
	Restricted Access	Digit 5	Digit 4 Setting
4		0	0 Off
5		0	1 On
		1	0 On when the Night Timer is on

4. If you wish to change the setting, press **4** or **5** on the ten key pad.
5. Finish: **Yes** and **Function**.

Operating the Machine with Restricted Access Switched On

If you have switched Restricted Access on, the display is as shown below when the machine is in standby mode.

Before you can use the machine, you must enter your personal code that you have already registered in the machine. See page 82 for how to store Personal Codes.



1. Either:
 - ☐ Enter your personal code.
Example: **7 3 6 2** from the ten key pad.
 - ☐ Press the Quick Dial key where the personal code programmed.
2. After a second, the normal standby display will appear, and you can use the machine. If the normal standby display does not appear, you entered a personal code that is not stored in the machine.

If you decide that you do not wish to use the machine now, you should return the machine to Restricted Access standby mode. To do this, either:

- ☐ Insert a page into the document feeder and remove it immediately.
- ☐ Press **Function** twice.

Tonal Signals

Some organizations offer you special services by telephone, which you can access by transmitting Touch Tone or DTMF tones. If your phone service provides only pulse dialing, or if you are calling over a digital network, the ability to generate Tonal Signals will allow you to access these services.

First, dial the other party. When you are through to the other end, press the tone dial key and enter the code number that is needed to access the required feature at the other terminal.

You do not need to press the tone dial key if your machine is set up for dialing in Tone Dial (DTMF) mode.

Before you can use this feature, you must program one of the User Function Keys as the Tone key. In the following procedure, suppose that we have already programmed the **F1** key as the Tone key.

Programing the Tone Key

1. **Function 3 and 6.**
2. Press the User Function Key (F1-F5) that you wish to program the Tone key into.

USER FUNCTION	PRESS F1 TO F5
F 	PRINT LIST <input type="button" value="→"/>
	<input type="button" value="NO"/> TO CANCEL

3. Press **Yes**.

USER FUNCTION	ENTER CODE
F 4	CODE: SCROLL <input type="button" value="↑"/> <input type="button" value="↓"/>
	<input type="button" value="NO"/> TO CANCEL

4. Either:
 - ☐ If the key is already programmed, press **No**, select 04 using by scroll keys.
 - ☐ If the key is vacant, select 04 using by scroll keys.

USER FUNCTION	<input type="button" value="YES"/> OR <input type="button" value="NO"/>
F 4	CODE: 04 SCROLL <input type="button" value="↑"/> <input type="button" value="↓"/>
TONE KEY	

5. Press **Yes** and **Function**.

Operating the Tone Key

1. Make sure that the machine is in standby mode, and that there is no document in the feeder.
2. Pick up the telephone handset, or press **On Hook Dial**.
3. Dial the remote facility. Do not press **Start**
4. After your line is connected to the remote facility, do the following:
 - ☐ If your telephone line type is DTMF (Tone Dial): Go to step 5.
 - ☐ If your telephone line type is Pulse Dial: Press the User Function key where the Tone key is programmed. (Example: **F1**) A dot appears on the display.
5. Input the digits that you need to use the remote facility. These digits will depend on the remote facility.
Note: Do not press **Start**.
6. After you have finished your business with the remote facility, hang up.

Cross-reference	Tone Dial (Telephone Line Type): see page 290.
------------------------	--

Dialling with the Dial Option Key

The SUB (Sub-address) and SID (Sub-address ID) features allow you to send confidential messages to other manufacturer's machines provided with these features. Similarly, the SEP (Selecting Polling) and PWD (Password) features let you pick up fax messages.

Confidential Transmission with SUB/SID

- 1 Set the document.
- 2 Enter the number of the destination.
- 3 Press the **Dial Option Key**.
(Example : F5)
Note : You must program F5 as the Dial Option Key before using this feature.
- 4 If this number requires an SID (Sub-address ID), press **3** and enter the SID using the ten-key pad. If there is no SID, go to step 6.
- 5 Press **Yes**.
- 6 If the number requires a sub-address (SUB), press **1** and enter the sub-address using the ten-key pad.
- 7 Press **Yes**.
- 8 Press **Yes**.
- 9 Press **Yes** then **Start**.

Note: You can program the sub-address ID and the sub-address in a Quick Dial, a Speed Dial or Group.

Cross-reference User Function Key (Dial Option Key): see page 143.

MEMORY TRANS. OCT.13. 03:29PM	
SET DOC. OR	ENTER FAX NO.
MEMORY 100%	

MEMORY TRANS.	OPTIONS	↓
ENTER FAX NUMBER		
7890		

DIAL OPTION	NO. :	■	or	YES
1 : SUB	2 : SEP			
3 : SID	4 : PWD	NO	TO CANCEL	

DIAL OPTION	
ENTER SID	NO TO CANCEL

DIAL OPTION	
PRESS	YES OR CLR • NO
123456	

DIAL OPTION	NO. :	■	or	YES
1 : SUB	2 : SEP			
3 : SID	4 : PWD	NO	TO CANCEL	

DIAL OPTION	
ENTER SUB	NO TO CANCEL

DIAL OPTION	
PRESS	YES OR CLR • NO
123	

DIAL OPTION	NO. :	■	or	YES
1 : ■	2 : SEP			
3 : ■	4 : PWD	NO	TO CANCEL	

MEMORY TRANS.	OPTIONS	↓
PRESS YES OR CLR • NO		
7890		

MEMORY TRANS.	OPTIONS	↓
ENTER NO. OR	START	DEST: 2

SID: You must program the SUB password (SID) before sending fax messages by SUB. If you use standard Confidential Transmission, this is not necessary.

Polling Reception with SEP/PWD

- 1 Press **Function** followed by 1 1.
- 2 Enter the number of the destination.
- 3 Press the Dial Option Key.
(Example : F5)
Note : You must program F5 as the Dial Option Key before using this feature.
- 4 If the sender requires a password, press 4 and enter the password using the ten-key pad.
If no password is required, or go to step 6.
- 5 Press **Yes**.
- 6 If the sender requires SEP (Selective Polling), press 2 and enter the SEP code using the ten-key pad.
- 7 Press **Yes**.
- 8 Press **Yes**.
Or **No** to cancel.
- 9 Press **Yes** then **Start**.

Cross-reference User Function Key (Dial Option Key): see page 143.

Note: You can program the password and the selective polling in a Quick Dial, a Speed Dial or Group.

PWD: You must program the SEP password (PWD) before you can receive fax messages by SEP. This is not necessary with standard Polling Reception.

MEMORY TRANS. OCT.13. 03:29PM	
SET DOC. OR	ENTER FAX NO.
MEMORY 100%	

POLLING RECV	OPTIONS <input type="button" value="↓"/>
ENTER FAX NUMBER	
123456	

DIAL OPTION	NO. : <input type="button" value="■"/> or <input type="button" value="YES"/>
1 : SUB	2 : SEP
3 : SID	4 : PWD <input type="button" value="NO"/> TO CANCEL

DIAL OPTION	
ENTER PWD	<input type="button" value="NO"/> TO CANCEL

DIAL OPTION	
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
/89012	

DIAL OPTION	NO. : <input type="button" value="■"/> or <input type="button" value="YES"/>
1 : SUB	2 : SEP
3 : SID	4 : PWD <input type="button" value="NO"/> TO CANCEL

DIAL OPTION	
ENTER SEP	<input type="button" value="NO"/> TO CANCEL

DIAL OPTION	
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
56/89	

DIAL OPTION	NO. : <input type="button" value="■"/> or <input type="button" value="YES"/>
1 : SUB	2 : SEP
3 : SID	4 : PWD <input type="button" value="NO"/> TO CANCEL

POLLING RECV	OPTIONS <input type="button" value="↓"/>
PRESS <input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
123456	

POLLING RECV	OPTIONS <input type="button" value="↓"/>
ENTER NO. OR <input type="button" value="START"/>	DEST: 2

Storing Part of a Number

This feature is called **Chain Dialing**.

It allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial Keys or Speed Dial Codes, and some of which may be input at the keypad.

- ☐ For example, you can program commonly used area or country codes into Speed Dial Codes or Quick Dial Keys.

This feature is convenient if:

- ☐ You often communicate with many terminals for which the area code, or international code is the same.
- ☐ You often make international calls.
For example, if you often call Tokyo, Japan, program 011813 (Overseas to Tokyo from the USA) as Quick Dial Key 01. This will save work at the operation panel when dialing a Tokyo number.
- ☐ Your PBX requires an ID code before the destination number.
For example, if your ID is 1234567, and the destination is stored in Quick Dial Key 01, enter 1234567 at the keypad, press Pause, then press Quick Dial Key 01.

Note: Do not store any labels with the Quick Dials and Speed Dials that you are using with Chain Dialing. This is because Label Insertion does not work with Chain Dialing.

Cross-references

Quick Dial and Speed Dial: see page 291.

Label Insertion: see page 88.

Example: 01133-1-5553333 (From the USA to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- ☐ Quick Dial 01 = 01133 (Overseas to France)
- ☐ Quick Dial 02 = 1 (Paris)
- ☐ Speed Dial 10 = 555

When the machine asks you to dial:

On Hook Dial or Handset Mode:

Press **QuickDial01 QuickDial02 Speed Dial 1 0** then **3 3 3 3**.

Other:

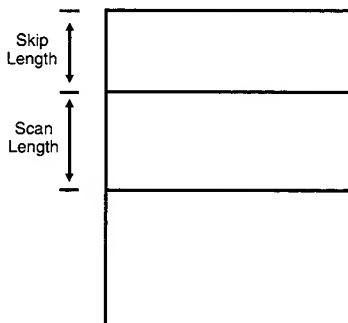
Press **QuickDial01 Pause QuickDial02 Pause Speed Dial 1 0 Pause** then **3 3 3 3**.

Specified Image Area (Function Upgrade Card Required)



Overview

If you only wish to transmit a part of the page, use this feature. You tell the machine what area to scan by specifying two parameters: The Skip Length, and the Scan Length. See the following diagram.



This feature cannot be used when you are transmitting using an OMR sheet, Immediate Transmission, or when you are making a copy.

Before you can use the feature during a transmission, you must:

- ☐ Set up the feature using Function 74 (see the next page).
- ☐ Program one of the User Function Keys so that you can activate this feature during the transmission procedure.

Note: If the skip length is longer than the paper, the machine stops scanning.

When you send with Specified Image Area, Parallel Memory Transmission is cancelled and normal Memory Transmission takes place.

If Parallel Transmission is on, you cannot send just a few pages with Specified Image Area. Should you want to send a few pages with Specified Image Area, turn Parallel Transmission off using function 63 (set switch 07 digit 2 to "0").

Changing the Specified Image Area On/Off Home Position Setting

In a new machine, this setting is off. If you change this setting to "On", the image area that you input (using Function 74 on the next page) will be used for all of your transmitted pages, unless you switch off the light under the User Function Key that you programmed for this feature.

1. **Function 6 0 2 2 2 2 6 and 3.**

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 06 are shown.
The setting that you need to change is digit 5.
4. If you wish to change the setting, press 5.

SWITCH00: 00000000

SWITCH06: 00000000

Digit 5

0: The home position is "Off".

After transmission, Specified Image Area will switch itself off.

1: The home position is "On".

After transmission, Specified Image Area will stay active and the lamp under the User Function Key will stay lit.

5. Finish: Press **Yes** then **Function**.

Specifying an Image Area

1. **Function 6 0 2 2 2 2 7** and **4**.

IMAGE AREA	PRESS <input type="button" value="YES"/>
SKIP LENGTH: 000 MM	
SCAN LENGTH: 000 MM	<input type="button" value="↓"/>

2. Input the skip length then press ▼.
You must enter a three digit value.
For example, for 75 mm, input 075.

IMAGE AREA	PRESS <input type="button" value="YES"/>
SKIP LENGTH: 075 MM	
SCAN LENGTH: 000 MM	<input type="button" value="↑"/>

3. Input the scan length. You must enter a three digit value.
For example, for 95 mm, input 095.
4. Finish: **Yes** and **Function**.

The machine returns to standby mode.

Specified Image Area is available only when you are doing one of the following:

- ☐ Memory Transmission (including Confidential Transmission and Transfer Request)
- ☐ Storing a document for Polling Transmission
- ☐ Storing an Auto Document

- ☐ 1 inch is 25.4 mm. You must input the dimensions in mm.

Label Insertion

This feature supplements the TTI. It uses the Personal Code and the Quick Dial or Speed Dial Label to inform the other party who is sending the message, and to state who the message is for.

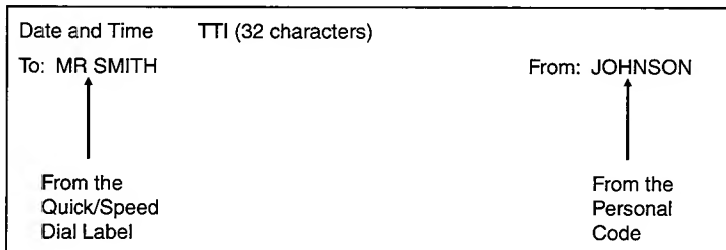
To use this feature, you must:

- ☐ Switch Label Insertion on for each Quick Dial and Speed Dial that you wish to use this feature with (see the procedures starting on pages 293 and 27).
- ☐ Program the Personal Codes of the machine's users, and store their names with their codes (see page 75).
- ☐ Program labels with the Speed Dial and Quick Dial numbers (see the procedures starting on pages 293 and 27).
- ☐ When you make a transmission, use a Quick or Speed Dial, and select the Personal Code option (see page 27).

Note: TTI on/off has no effect on this feature.

Example:

Your fax message as received at the other end



In the above example, the message was sent using Johnson's personal code. The Quick Dial or Speed Dial used to dial the destination had MR SMITH as the label.

Note: If you later reprogram the Speed/Quick Dial, be sure to reprogram or delete the label as well. The top of the image will be overprinted if there is no margin at the top of the transmitted page (this is also true for the TTI).

Cross-references

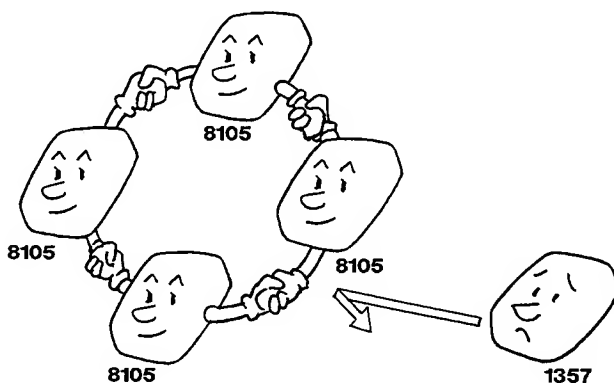
Quick Dial and Speed Dial: see page 291.

Personal Codes: see pages 27 and 75.

Closed Network (Transmission)

This feature helps to stop you from accidentally sending a fax message to a terminal that is outside your fax network.

The ID Codes of the communicating machines are checked. If they are not the same, the communication is stopped.



If you are interested in this feature, change the user parameter switch 06 bit 2 to 1. (Function 63)

Note: This feature may not be reliable if you are communicating with a terminal produced by a different manufacturer.

Cross-references

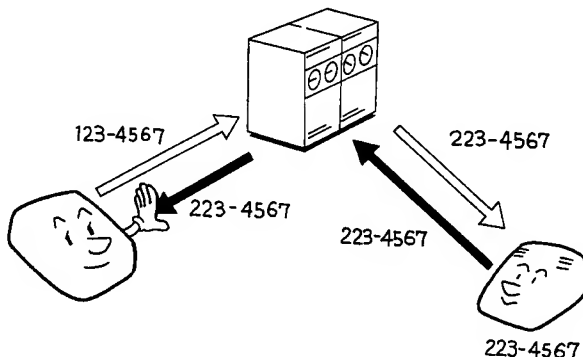
ID Codes: see page 49.

Closed Network (Reception): see page 129.

Protection Against Wrong Connections

This feature prevents the automatic switching equipment in the telephone network from accidentally connecting you to the wrong fax terminal.

However, it does not help you if you dialed the wrong number yourself. So, even if this feature is switched on, you should still check your operation panel display to check whether you have reached the correct terminal, and be ready to press Stop if the wrong terminal's RTI or CSI is displayed.



Your machine compares the number that you dialed with the CSI received from the other end (Only the last 8 digits are checked, and spaces and pauses in the telephone number are ignored). If the CSI is not the same as the telephone number, the transmission is stopped.

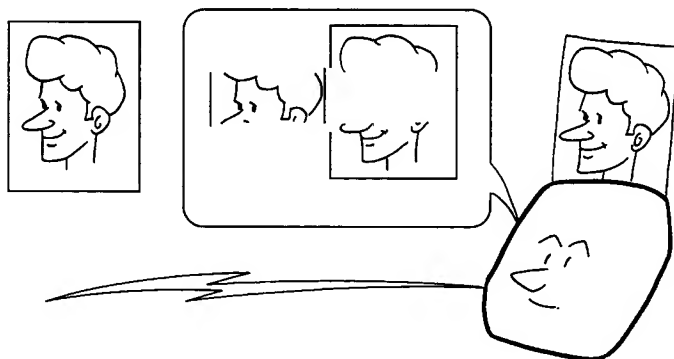
This feature has to be switched on by a service technician.

Note: If you cannot send a message to a certain location using this feature, contact the other end and make sure that they have stored their CSI correctly (If the other party is using a machine made by another maker, they may not be familiar with the term CSI. Explain that you are interested in the telephone number that they stored in the machine for identification purposes).

Cross-reference

CSI: see pages 287 and 289.

ECM (Error Correction Mode) and Page Retransmission



ECM is a signaling system that greatly reduces the chance of data being lost because of a bad telephone line. ECM is useful if you frequently communicate over poor telephone lines.

With ECM switched on, the communication cost will increase if the line is bad, but the data will be sent much more reliably.

If ECM is switched off, Page Retransmission will be used. The whole page will be resent (unless you used Immediate Transmission, in which case damaged data cannot be resent at all). ECM is more efficient, because it only resends the damaged parts of the data, and the maximum possible number of retransmission attempts is much higher, and it also works with Immediate Transmission.

- ☐ If you prefer reliable communication over communication costs, keep ECM switched on. If you however prefer to be cost effective, ask the service technician to switch ECM off.

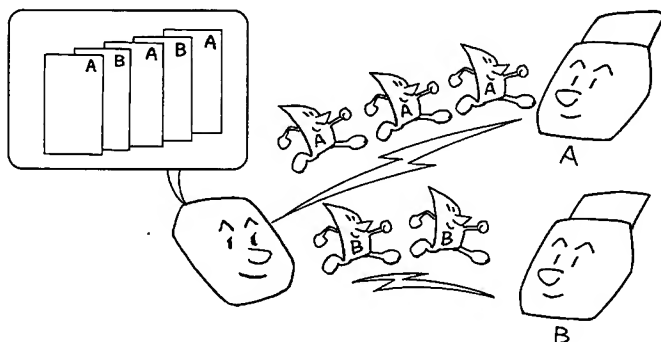
Pages can be sent up to 3 times before the machine gives up. If you wish to change the number of retries, contact a service technician.

ECM is switched on in your machine when it leaves the factory, to provide you with the ability to send accurate and complete documents as reliably as possible.

Batch Transmission

Overview

This feature will save communication costs if you often send more than one message to the same location.



Example:

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Keystroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time comes, the messages will all be sent out on the same call, or 'batched'.

You must program a User Function Key to turn Batch Transmission On or OFF.

- ☐ If the light under that key is on, Batch Transmission is active.
- ☐ If the light is off, Batch Transmission is disabled. Press the User Function Key to use Batch Transmission.

You can set up more than one batch. In the example shown in the diagram above, you have set up two batches; one is for destination A and one is for destination B. In another example, you could set up a batch for Tokyo at, say, 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

Note: You can have up to 50 fax messages in the same batch.
Messages using Confidential Transmission cannot be put into a batch.

Cross-reference Sending at a Specific Time: see page 28.

Switching Batch Transmission On/Off

In a new machine, this setting is "On". If you wish to change this setting, use the following procedure (See page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 2 6** and **3**.

USER PARAMETER	PRINT LIST
DEFAULT: 01000000	↑
SWITCH00: 01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 06 are shown.
The setting that you need to change is digit 4.
4. If you wish to change the setting, press 4 on the ten key pad.
5. Finish: **Yes** and **Function**.

SWITCH06 : 0001 0000

Digit 4

0: The home position setting is "Off". Batch Transmission will be disabled after transmission. Use this if you only wish certain transmissions to be batched. However, you will have to press the Batch Transmission User Function Key for every transmission you wish to be batched.

1: The home position is "On". If you use Batch Transmission, it will stay on for all transmissions, until you turn off the lamp under the User Function Key.

Well Log Transmission

Using this feature, you can transmit a document that is longer than the maximum limit, without having to cut it up into separate sheets. However, you must contact a service technician to have this feature switched on. The name of this feature is taken from oil well borehole surveying. A well log is a vertical profile of a borehole, drawn to scale, showing important data. A well log can be several yards long.

CAUTION:

If this feature is switched on permanently, users must stay by the machine while their documents are being scanned. This is because, if the document jams, the machine may take much longer than usual to recognize the jam; this could result in excessive wear and tear of the mechanical components of the scanner.

If a jam does occur, press the Stop key immediately.

RECEPTION

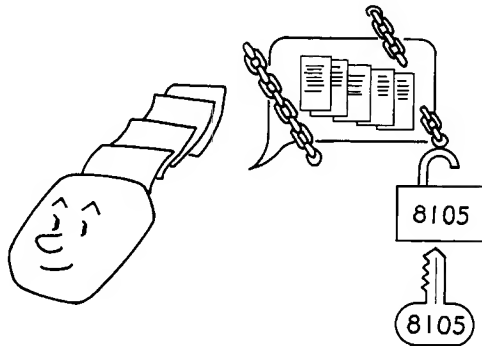
Receiving Confidential Reception

Overview

This feature is called **Confidential Reception**.

If the other party sends you a message using Confidential Transmission, the message is stored in the memory, and not printed. The "Receive File" indicator on the operation panel blinks to inform you when a confidential message has come in. Also, if you have switched Confidential File Report on, the machine will print a report whenever a confidential message comes in.

There is no need to do anything immediately. When you want to print the message, input the Confidential ID.



- Notes:**
- ☐ For this feature to work properly, you must have stored the Confidential ID in advance.
 - ☐ The Confidential ID of both sender and receiver must be the same for this feature to work - if you are going to use it, arrive upon a mutually agreed code before hand.
 - ☐ If the machine's Confidential ID does not have any effect when trying to print a message, contact the sender and check whether they used Confidential ID Override to override your ID. Print the Journal to find out who the sender is, if necessary.
 - ☐ If you have forgotten the machine's Confidential ID, print a User Parameter List, or call a service technician for assistance.

Cross-references

Confidential ID: see page 95.

Confidential File Report: see page 97.

Confidential Transmission: see page 66.

Journal: see page 171.

Confidential ID Override: see page 66.

User Parameter List: see page 175.

Storing a Confidential ID

This can be any four-digit code (using digits 0 to 9). It must be used to print any confidential messages that your machine has received.

1. **Function 6 0 2 2 2 6** and **1**.

OWN NUMBER (G3)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes**.

CONFIDENTIAL ID	
ID SETTING	
<input type="checkbox"/>	<input type="checkbox"/> YES TO END

4. Input the Confidential ID that you will be using. Example: **6 7 5 4** from the ten key pad.

CONFIDENTIAL ID	
<input type="checkbox"/> YES	OR <input type="checkbox"/> CLR <input type="checkbox"/> NO
6 / 5 4	

5. **Yes** and **Function**.

If you do not store a Confidential ID, you will not be able to receive confidential messages.

Editing the Confidential ID

1. **Function 6 0 2 2 2 6** and **1**.

OWN NUMBER (G3)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

CONFIDENTIAL ID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes**.

CONFIDENTIAL ID	
<input type="checkbox"/> YES	OR <input type="checkbox"/> CLR <input type="checkbox"/> NO
6 / 5 4	

4. **No** and input a new confidential ID code
Example: **8352**.

CONFIDENTIAL ID CODE	
<input type="checkbox"/> YES	OR <input type="checkbox"/> CLR <input type="checkbox"/> NO
8 3 5 2	

5. **Yes** and **Function**.

Printing a Confidential Fax Message

If the Receive File indicator is blinking, do the following to print the message.

1. **Function 5 and 5.**

PRT CONF. RX	ENTER CONF. ID
CONFIDENTIAL ID: [REDACTED]	
	[NO] TO CANCEL

2. Input the ID. Example: **6 7 5 4** from the ten key pad.

If you cannot output a confidential file with this ID, you have input the wrong ID or the sender may have over-ridden your ID.

Contact your sender.

PRT CONF. RX	PRESS [START]
CONFIDENTIAL ID: [REDACTED]	

3. **Start.**

Note: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.

To print the message which is memory locked, see page 107.

Confidential File Report

This report informs you when a confidential message has been received.

You can store a separate Confidential ID with each of the Personal Codes. If the sender of the message uses Confidential ID Override, the sender can specify one of these IDs. If so, the Confidential File Report will contain the name stored with that Personal Code, drawing the attention of the intended receiver of the confidential message.

You can switch this report on or off using Function 63. In a new machine, it is switched on at the factory.

1. Function 6 0 2 2 2 6 and 3.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01000000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.

3. Press ▼ until the settings for 04 are shown.
The settings you need to change is digit 0.

SWITCH 04 : 0000 0000

Digit 0

0: Confidential file report is switched off.

1: Confidential file report is switched on

4. If you wish to change the setting press 0.

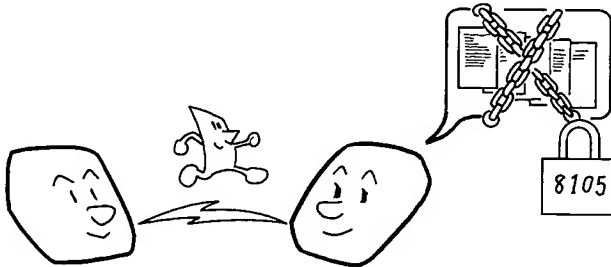
5. Finish: **Yes** and **Function**.

Cross-reference Personal Codes: see page 75.

If you wish, you can prevent unidentified senders from sending you confidential messages.
See page 103.

Locking Incoming Messages (Memory Lock)

Overview



If Memory Lock is switched on, the machine will not print any incoming fax messages. They will be kept in memory until you enter the Memory Lock ID that you previously stored in the machine. Messages received by Confidential Reception will not be printed when you input the Memory Lock ID.

To use Memory Lock, you must first:

- ☐ Store a Memory Lock ID.
- ☐ Switch Memory Lock on.

To make Memory Lock more versatile you may choose to receive messages from select locations into memory or exclude certain select locations from coming into memory. You may:

- ☐ Specify the senders whose messages you want to be lock in memory. Do this by programming the RTI, CSI or G4 TID of these senders
- ☐ Select the messages to store in memory:
 - a) All messages from specified senders.
 - b) All messages except those from specified senders.

Cross-reference	Confidential Reception: see page 94.
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Storing a Memory Lock ID

This can be any four-digit code (using digits 0 to 9), except 0000.

1. **Function 6 0 2 2 2 6 and 1.**

OWN NUMBER (G3)			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

MEMORY LOCK ID			
<input type="checkbox"/> YES	TO SET	PREVIOUS	<input type="button" value="↑"/>
<input type="checkbox"/> NO	TO CANCEL	NEXT	<input type="button" value="↓"/>

3. **Yes.**

MEMORY LOCK ID	
ID SETTING	
<input type="checkbox"/>	<input type="button" value="YES"/> TO END

4. Input the Memory Lock ID that you will be using. Example: **6 7 5 4** from the ten key pad.

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
6 7 5 4	

5. Store the ID: **Yes** and **Function**.

Editing the Memory Lock ID

1. **Function 6 0 2 2 2 2 6** and **1**.

OWN NUMBER (G3)	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

2. Press ▼ until the screen is as shown opposite.

MEMORY LOCK ID	
<input type="button" value="YES"/> TO SET	PREVIOUS <input type="button" value="↑"/>
<input type="button" value="NO"/> TO CANCEL	NEXT <input type="button" value="↓"/>

3. **Yes.**

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
6 7 5 4	

4. **No** and input a new number.

MEMORY LOCK ID	
<input type="button" value="YES"/> OR <input type="button" value="CLR"/> • <input type="button" value="NO"/>	
6 7 8	

5. **Yes** and **Function**.

Switching Memory Lock On/Off

Before you can use Memory Lock, you have to switch it on using Function 62.

After you switch Memory Lock on, <MEMORY LOCK> will appear on the display when the machine is in standby mode.

Note: If you switch Memory Lock on, Forwarding will be automatically disabled.

1. **Function 6 0 2 2 2 2 6** and **2**.

LINE TYPE (PSTN)	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>
DP	<input type="button" value="↑"/>		
	<input type="button" value="YES"/> TO END		<input type="button" value="↓"/>

2. Scroll through the features with ▼ until the screen is as shown opposite.

MEMORY LOCK	SELECT	<input type="button" value="←"/>	<input type="button" value="→"/>
ON	<input type="button" value="OFF"/>		
	<input type="button" value="YES"/> TO END		<input type="button" value="↓"/>

3. Change the on/off setting by pressing ◀ or ▶.

LINE TYPE (PSTN)	SELECT	←	→
ON	OFF	↑	
		↓	
		YES TO END	

4. Finish : **Yes** and **Function**.

If you wish, you can prevent unidentified senders from sending you messages while Memory Lock is on. See page 103.

Specifying Which Senders Messages to Lock in Memory

If you would like to receive information from only select locations into memory lock, you can program the RTI, CSI, G4 TID codes of those locations. A terminal sending an incoming message always identifies itself to your terminal. The identification consists of an RTI, CSI or G4 TID. When you specify the senders for memory lock, you must program a list of these codes.

1. **Function 6 0 2 2 2 2 8** and 4.

DEST. 6 on the opposite display shows that there are 6 RTIs/CSIs/G4 TIDs programmed so far. In a new machine, you will see DEST. 0.

MEMORY LOCK SELECT		■
DEST. 6	PRINT LIST →	
1.RTI PROG 2.RTI	NO TO CANCEL	

- ☐ At this time, you can print an Authorized Reception List by pressing ▶ **Start**.

2. Either:

- ☐ Store some RTIs/CSIs/G4 TIDs: 1.
Go to step 3.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
[REDACTED] ABC	

- ☐ View the RTIs/CSIs/G4 TIDs that you have stored: 2. Go to step 6.
DEST. 1/6 means that there are 6 RTIs/CSIs programmed so far, and the first in the list is now displayed.

MEMORY LOCK	NO TO CANCEL
DEST. 1/6	CLR: CLR
XYZ.CO.	↓

- ☐ Finish: **Function**.

3. Type in an RTI, CSI or G4 TID, then press **Yes**.



Inputting labels and digits:
see page 220.

MEMORY LOCK	NO TO CANCEL
STORE AS WILD CARD?	YES . NO
XYZ.CO.	

4. Either:

- ☐ Store this as a wild card: **Yes**.
☐ Otherwise: **No**.

MEMORY LOCK	ENTER RTI/CSI
	NO TO CANCEL
[REDACTED] ABC	

5. Either:
 - ☐ Enter another RTI, CSI or G4 TID: Go to step 3.
 - ☐ Finish: **Function**.
6. Scroll through the stored RTIs/CSIs/G4 TIDs on the screen with ▼.
 - ☐ It is not possible to edit an RTI/CSI/G4 TIDs; if you wish to do so, you must delete the incorrect entry and re-input it.
 - ☐ To delete the displayed RTI/CSI/G4 TIDs: **Clear**. Go to step 2.
 - ☐ When you have finished: **Function**.

Selecting Which Messages to Lock in Memory

You have to select one of the following:

- ☐ Lock all messages from specified terminals.
- or
- ☐ Lock all messages except those from specified terminals.

1. **Function 6 0 2 2 2 2 6** and **3**.

At this time, you can print a User Parameter List if you press ► and **Start**.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH00:	01300000	YES TO END ↓

2. The settings for switch 00 are now shown on the bottom line of the display.
3. Press ▼ until the settings for switch 09 are shown.

USER PARAMETER	PRINT LIST	→
DEFAULT:	01000000	↑
SWITCH09:	01000000	YES TO END ↓

4. The setting that you need to change is that for digit 0 (double underlined) and 1 (underlined).
Set one of the two as shown opposite.

When you want to lock incoming messages in memory from specified terminals;

SWITCH09: 0000 0001

If you want to lock all incoming messages except those from specified terminals;

SWITCH09: 0000 0011

Printing from Memory Lock

If the Receive File indicator is blinking, a message has been stored using Memory Lock. Print it using the following procedure.

1. **Function 5 and 6.**

PRT MEM. LOCK	ID SETTING
MEMORY LOCK ID:	<input type="text"/>
<input type="button" value="NO"/> TO CANCEL	

2. Input the Memory Lock ID.

Example: **4 6 3 3** from the ten key pad.

PRT MEM. LOCK	PRESS <input type="button" value="START"/>
MEMORY LOCK ID:	<input type="text"/>

3. **Start.**

Note: If the Receive File indicator is blinking, an incoming fax message has been stored in the memory using the Memory Lock feature or Confidential Reception feature.
To print the message using the Confidential Reception, see page 96.

List of Special Terminals (Function 81)	Memory Lock On/Off (Function 62)	Lock messages from Special Terminals, or Print messages from Special Terminals (Function 63)	Result
Empty	On	Either	All messages are locked in memory.
Empty/Not empty	Off	Either	No messages are locked in memory.
Not empty	On	Listed	Only messages from Special Terminals are locked in memory.
Not empty	On	Non-listed	All messages are locked in memory except those from Special Terminals.

Rejection of Messages from Unidentified Senders

If you wish, you can make the machine reject incoming messages that require storage to your machine's memory, if they are not accompanied with an identifier such as the RTI or CSI. Features that would be affected are Substitute Reception, Memory Lock, and Confidential Reception, Forwarding, and Action as a Transfer Station.

The procedure is as follows (see page 227 if you need more information about the User Parameter settings adjustment procedure).

1. **Function 6 0 2 2 2 6** and **3**.

At this time, you can print a User Parameter List if you press **◀** and **Start**. The settings for switch 00 are now shown on the bottom line of the display.

USER PARAMETER	PRINT LIST →
DEFAULT: 01000000	↑
SWITCH00: 01300300	YES TO END ↓

2. Press **▼** until the settings for switch 05 are shown.

The setting that you need to change is that for digit 1.

SWITCH05: 0000 0000

Digit 1 (Double Underlined)
 0: Messages are not rejected.
 1: Messages are rejected.

3. If you wish to change the setting, press **1** on the ten key pad.

4. Finish: **Yes** and **Function**.

Cross-references

Substitute Reception: see page 40.
 Memory Lock: see page 98.

Confidential Reception: see page 94.
 Forwarding: see page 108.